

# Compendium of Missouri Certification Requirements

Missouri Department of Elementary and Secondary  
Education  
Division of Teacher Quality and Urban Education  
Educator Certification Section

Revised September 2003

# Early Childhood Education

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
EARLY CHILDHOOD (BIRTH THROUGH GRADE 3)**

**I. GENERAL REQUIREMENTS:**

- A. A baccalaureate degree from a college or university having a teacher education program which addresses the competencies required for this certificate and is approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B. Must have recommendation of designated official for teacher education in the college or university;
- C. Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D. Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E. Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F. Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum requirement of forty-eight (48) semester hours. The lists following the major areas of professional studies are to be regarded as areas of study and/or content and not necessarily as course titles:

- A. **Foundations of Teaching** (Minimum requirement of six (6) semester hours):
  - 1. Philosophy of Education;
  - 2. Educational Psychology; and
  - 3. \*Psychology and/or Education of the Exceptional Child (including the Gifted);
- B. **Child Development** (Minimum requirement of nine (9) semester hours):
  - 1. Human Development;
  - 2. \*Child Development;
  - 3. Observing Young Children;
  - 4. Infancy; and
  - 5. Middle Childhood;
- C. **Teaching the Young Child** (Minimum requirement of twenty-one (21) semester hours):
  - 1. \*Early Childhood Principles;
  - 2. Integrated Curriculum addressing the following areas:
    - a. \*\*Language Arts (including reading, writing, speaking, and listening);
    - b. \*Math;
    - c. Health;
    - d. Science;
    - e. Nutrition;
    - f. Social Studies;
    - g. Music;
    - h. Safety;
    - i. Movement;
    - j. Art; and
    - k. Drama;
  - 3. Learning Environment;
  - 4. Diverse Learners;
  - 5. Professionalism in Early Childhood Education;

\*Denotes minimum requirement of two (2) semester hours.

\*\*Denotes minimum requirement of eight (8) semester hours.

6. \*Assessing Young Children; and
7. Play;

**D. Home-School-Community Relations** (Minimum requirement of six (6) semester hours):

1. Parents as Teachers;
2. Family Involvement; and
3. Linking Families with Community Resources;

**E. Program Management** (Minimum requirement of six (6) semester hours):

1. Program Organization and Communication;
2. Collaborative Consultation;
3. Health, Nutrition, and Safety of Young Children;
4. Guidance Strategies; and
5. Classroom Management; and

**F. Pre-Student Teaching** (Minimum requirement of ninety (90) contact hours. Fifteen (15) contact hours equals one (1) semester hour):

Pre-student teaching must include a minimum of thirty (30) contact hours in each of the three (3) different age levels (infant/toddler, pre-K/Kindergarten, and primary K-3). This pre-student teaching may be included as part of courses identified in areas B-E above or be offered as a separate course(s).

**III. STUDENT TEACHING:**

The individual participates and applies the competencies in a variety of supervised student teaching experiences. Interactions with children and families from a variety of backgrounds shall be an integral part of the student teaching; and

Student Teaching will require a minimum of twelve (12) semester hours spent with two (2) different age levels (infant/toddler, pre-K/Kindergarten, primary K-3). Each of the two (2) student teaching experiences requires a minimum of five (5) semester hours.

*\*Denotes minimum requirement of two (2) semester hours.*

*\*\*Denotes minimum requirement of eight (8) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
EARLY CHILDHOOD CERTIFICATION REQUIREMENTS FOR  
TEACHERS WITH EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATES**

**I. GENERAL REQUIREMENTS:**

- A. A Missouri Professional Class certificate in early childhood special education;
- B. A minimum of three (3) semester hours of field experience is required and may be integrated into the above to ensure exposure to young children in each of the three (3) different age levels (infant/toddler, pre-K/Kindergarten, primary K-3).

**II. PROFESSIONAL REQUIREMENTS:**

**A. Teaching the Young Child** (Minimum requirement of fifteen (15) semester hours):

- 1. \*Early Childhood Principles;
- 2. Integrated Curriculum - which addresses the following areas:
  - a. \*\*Language Arts (including reading, writing, speaking, and listening);
  - b. \*Math;
  - c. Health;
  - d. Science;
  - e. Nutrition;
  - f. Social Studies;
  - g. Music;
  - h. Safety;
  - i. Movement;
  - j. Art; and
  - k. Drama;
- 3. Learning Environment;
- 4. Diverse Learners;
- 5. Professionalism in Early Childhood Education;
- 6. \*Assessing Young Children; and
- 7. Play; and

**B. Program Management** (Minimum requirement of six (6) semester hours):

- 1. Program Organization and Communication;
- 2. Collaborative Consultation;
- 3. Health, Nutrition, and Safety of Young Children;
- 4. Guidance Strategies; and
- 5. Classroom Management.

*\*Denotes minimum requirement of two (2) semester hours.*

*\*\*Denotes minimum requirement of eight (8) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
EARLY CHILDHOOD CERTIFICATION FOR  
TEACHERS WITH ELEMENTARY EDUCATION CERTIFICATES**

**I. GENERAL REQUIREMENTS:**

- A. A Missouri Professional Class certificate in elementary education;
- B. A minimum of three (3) semester hours of field experience is required and may be integrated into the above to ensure exposure to young children in each of the three (3) different age levels (infant/toddler, pre-K/Kindergarten, primary K-3).

**II. PROFESSIONAL REQUIREMENTS:**

**A. Teaching the Young Child** (Minimum requirement of fifteen (15) semester hours):

- 1. Integrated Curriculum - which addresses the following areas:
  - a. \*\*Language Arts (including reading, writing, speaking, and listening);
  - b. \*Math;
  - c. Health;
  - d. Science;
  - e. Nutrition;
  - f. Social Studies;
  - g. Music;
  - h. Safety;
  - i. Movement;
  - j. Art; and
  - k. Drama;
- 2. Learning Environment;
- 3. Diverse Learners;
- 4. Professionalism in Early Childhood Education;
- 5. \*Assessing Young Children; and
- 6. Play;

**B. Child Development** (Minimum requirement of three (3) semester hours):

- 1. Human Development;
- 2. Infancy;
- 3. \*Child Development;
- 4. Middle Childhood; and
- 5. Observing Young Children;

**C. Home-School-Community Relations** (Minimum requirement of three (3) semester hours):

- 1. Parents as Partners;
- 2. Family Involvement; and
- 3. Linking Families with Community Resources; and

**D. Program Management** (Minimum requirement of three (3) semester hours):

- 1. Program Organization and Communication;
- 2. Collaborative Consultation;
- 3. Health, Nutrition, and Safety of Young Children;
- 4. Guidance Strategies; and
- 5. Classroom Management.

*\*Denotes minimum requirement of two (2) semester hours.*

*\*\*Denotes minimum requirement of eight (8) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
FAMILY RESOURCE CERTIFICATE FOR  
TEACHERS WITH EARLY CHILDHOOD EDUCATION AND/OR  
EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATES**

**I. GENERAL REQUIREMENTS:**

- A.** A Missouri Professional Class certificate in early childhood and/or early childhood special education.

**II. PROFESSIONAL REQUIREMENTS:**

- A. Adult/Family Education** (Minimum requirement of eighteen (18) semester hours):

1. Adult Development;
2. Family Development;
3. Parenting;
4. Adult Education;
5. Family Advocacy;
6. Evaluation of Adult Education or Assessment of Adult Education; and

The equivalent of thirty (30) contact hours in each of three (3) of the five (5) family life stages, as described below (may be integrated into the above):

1. Families without Children;
2. Families with Young Children;
3. Families with Teens;
4. Families with Launched Children;
5. Families with Adult Children; and

- B. Internship** (Minimum requirement of six (6) semester hours):

The internship will include experiences with at least two (2) of the five (5) family life stages (see above).

# Elementary Education



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ELEMENTARY (GRADES 1-6)**

**I. GENERAL REQUIREMENTS:**

- A.** A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B.** Must have recommendation of designated official for teacher education in the college or university;
- C.** Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D.** Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E.** Completion of professional requirements, as determined by the recommending college or university, which may exceed these minimum requirements; and
- F.** Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated in each topic listed to the satisfaction of the teacher preparation institution.

**A. Foundations for Teaching** (Minimum requirement of ten (10) semester hours):

- 1. Foundations of Education;
- 2. School Organization and Management;
- 3. Personalized Teaching Strategies;
- 4. Self Awareness and Human Relations;
- 5. \*Child Growth and Development;
- 6. Psychology of Learning;
- 7. \*Psychology and/or Education of the Exceptional Child (including the Gifted); and
- 8. Behavior Management Techniques (Interpersonal Relationships);

**B. Teaching Methods** (Minimum requirement of fifteen (15) semester hours):

- 1. Reading (three (3) courses required, minimum total of eight (8) semester hours);
- 2. As a minimum, the teaching method competencies shall include:
  - a. Children's Literature;
  - b. Language Arts;
  - c. Math;
  - d. Science;
  - e. Social Science to include Geography and Economics;
  - f. Art;
  - g. Music;
  - h. Physical Education; and
  - i. Microcomputer Applications in Education; and

**C. Clinical Experiences** (Minimum requirement of ten (10) semester hours):

A minimum of two (2) semester hours of field experiences prior to student teaching and a minimum of eight (8) semester hours of student teaching in elementary grades are required. Teachers meeting certification requirements for Early Childhood or Middle School teaching certificates will be exempt from this clinical experience requirement. A fully certificated secondary teacher with two (2) or more years of secondary teaching experience may satisfy this requirement through the completion of a two (2) or more semester hour practicum at the elementary level; and

**D. Elementary School Courses:**

**1. Courses appropriate for Elementary grades:**

- a. Mathematics (two (2) courses, minimum total of five (5) semester hours)
- b. Economics;
- c. Geography;
- d. Health; and
- e. Art or Music; and

**2. Area of Concentration:**

The student must have a total of at least twenty-one (21) semester hours in an area of concentration.

# Middle School Education

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
MIDDLE SCHOOL EDUCATION (GRADES 5-9)**

**I. GENERAL REQUIREMENTS:**

- A. A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B. Must have recommendation of designated official for teacher education in the college or university;
- C. Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D. Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E. Completion of professional requirements, as determined by the recommending college or university, which may exceed these minimum requirements; and
- F. Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum of fifty-three (53) semester hours in professional education. Competency must be demonstrated in each area listed to the satisfaction of the teacher preparation institution.

**A. Foundations for Teaching** (Minimum requirement of twelve (12) semester hours):

- 1. **The Pupil/Society**—A minimum of eight (8) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following areas:
  - a. Personalized Teaching Strategies;
  - b. \*Adolescent Psychology or Psychology of the Middle Level Child (physical, mental development which includes substance abuse, sexuality and peer pressure concerns);
  - c. Psychology of Learning;
  - d. \*Psychology and/or Education of the Exceptional Child (including the Gifted);
  - e. Techniques of Classroom Management; and
  - f. Tests and Measurements; and
- 2. **The School/Society**—A minimum of four (4) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following areas, including multi-cultural aspects:
  - a. \*Middle School Philosophy, Organization, and Curriculum;
  - b. Legal Foundations of Education;
  - c. Philosophical Foundations of Education; and
  - d. Sociological Foundations of Education; and

**B. Middle School Concentration** (Minimum requirement of thirty-one (31) semester hours):

- 1. **Middle School Methods** (Minimum requirement of ten (10) semester hours):
  - a. Methods of Teaching Reading (minimum of five (5) semester hours to include one (1) course in Techniques of Teaching Reading in the Content Fields);
  - b. \*Middle Level Curriculum and Instruction;
  - c. Teaching of Writing; and
  - d. \*Methods of Teaching Specialty Area; and
- 2. **Subject Area Requirements** (Minimum requirement of twenty-one (21) semester hours):

*\*Denotes minimum requirement of two (2) semester hours.*

Subject area certification in grades 5-9 will be granted upon the basis of a minimum of twenty-one (21) semester hours with appropriate distribution as determined by the teacher preparation institution and/or the Department of Elementary and Secondary Education, in one (1) of the following areas:

- a. Agricultural Education 5-9;
- b. Business Education 5-9;
- c. Family and Consumer Science 5-9;
- d. Industrial Technology 5-9;
- e. Language Arts 5-9;
- f. Mathematics 5-9;
- g. Science 5-9;
- h. Social Science 5-9; and
- i. Speech/Theatre 5-9; and

**C. Clinical Experience** (Minimum requirement of ten (10) semester hours):

A minimum of two (2) semester hours of field experience prior to student teaching and a minimum of eight (8) semester hours of student teaching in grades 5-9 is required. Teachers meeting requirements for Early Childhood, Elementary, or Secondary certification must complete a practicum with middle level students.

This practicum may be integrated within appropriate required courses.

# Secondary Education

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SECONDARY EDUCATION (GRADES 9-12)**

**I. GENERAL REQUIREMENTS:**

- A. A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education;
- B. Must have recommendation of designated official for teacher education in the college or university;
- C. Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D. Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score. If no content knowledge or specialty area test is designated for the area of concentration, completion of the Principles of Learning and Teaching: Grades 9-12 test is required with a score equal to or greater than the Missouri qualifying score;
- E. Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F. Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum requirement of twenty-six (26) semester hours in professional education as follows:

**A. Foundations of Teaching** (Minimum requirement of eight (8) semester hours):

- 1. **The Pupil/Society**--A minimum of six (6) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following content areas:
  - a. Adolescent Growth and Development (Physical-Mental-Social);
  - b. Adolescent Behavior Management Techniques;
  - c. Psychology of Learning (must include adolescent learning);
  - d. Adolescent Interaction with Others; and
  - e. \*Psychology and/or Education of the Exceptional Child (including the Gifted); and
- 2. **The School/Society**--A minimum of two (2) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following content areas, including multi-cultural aspects:
  - a. Legal Foundations of Education;
  - b. Historical Foundations of Education;
  - c. Philosophical Foundations of Education; and
  - d. Sociological Foundations of Education; and

**B. Secondary Methods and Techniques** (Minimum requirement of eight (8) semester hours):

A minimum of eight (8) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following content areas:

- 1. \*Basic Reading Techniques for Secondary Teachers;
- 2. Instructional Strategies for Secondary Teachers;
- 3. \*Curriculum, Methods, and Techniques in each subject area specialty;
- 4. Measurement and Evaluation; and
- 5. Microcomputer Applications in Education; and

**C. Clinical Experiences** (Minimum requirement of ten (10) semester hours):

Certification in grades 9-12 should include clinical experience at the secondary level. A minimum of two (2) semester hours prior to student teaching\*\* and a minimum of eight (8) semester hours

*\*Denotes minimum of two (2) semester hours required.*

*\*\*Required separate verification on transcripts; may be two (2) separate courses.*

of student teaching in grades 9-12 is required, except that K-9 or K-12 certification must also include K-6 experience in student teaching. A fully certificated elementary or middle school teacher with two (2) or more years of elementary or middle school teaching may satisfy this requirement through the completion of a two (2) or more semester hour practicum at the secondary level.

### III. SUBJECT MATTER REQUIREMENTS AS SPECIFIED FOR SPECIFIC AREA(S) OF CERTIFICATION

A. AGRICULTURE EDUCATION		GRADES 9-12
1. General Requirements:		
Bachelor's of Science degree in Agriculture or an equivalent degree or Bachelor's of Science in Education degree with a major in Agriculture.		
2. Subject Matter Requirements:		
a. Technical Agriculture		
The following six (6) areas will total thirty (30) semester hours:		
1) Animal Science .....	3	
2) Agronomy .....	3	
3) Agricultural Business .....	3	
4) Agricultural Economics .....	3	
5) Agricultural Mechanics .....	3	
6) Horticulture .....	3	
7) Elective from above .....	0-12	
8) Elective from the following suggested areas: .....	15	
Forestry, Natural Resources, Agriculture Journalism and Integrated Pest Management		
MINIMUM TOTAL SEMESTER HOURS .....		45
b. A total of at least eight (8) semester hours in professional vocational education courses, including the following areas:		
1) Methods of teaching vocational agriculture		
2) Program planning		
3) Developing and supervising occupational experience programs		
a) Ownership (Entrepreneurship)		
b) Placement		
4) Developing and using instructional materials and teaching aids		
5) Supervising student organizations		
6) Teaching agricultural mechanics		
7) Planning and conducting adult programs for young and adult farmers		
NOTE: Specialized professional vocational education course work in the area of Agriculture Education may be recognized as meeting the "Curriculum, Methods, and Techniques in Subject Area Specialty" within the professional education requirement for all secondary teachers and the balance of the specialized professional vocational education course work for teachers of Agriculture Education be viewed as specialized requirements beyond the general requirements.		

<b>B. ART</b>	<b>GRADES K-12</b>	<b>GRADES K-9*</b>	<b>GRADES 9-12</b>
1. Design--Composition .....	2	2	2
2. Two-Dimensional Art (seven (7) semester hours minimum)			
a. Drawing .....	3	3	3
b. Painting .....	2	2	2
c. Graphics (such as printmaking, photography, and serigraphy) .....	2	2	2

\*Teachers must be certificated in another elementary, middle school, or secondary teaching field.



<b>B. ART (continued)</b>	<b>GRADES K-12</b>	<b>GRADES K-9*</b>	<b>GRADES 9-12</b>
3. Three-Dimensional Art (seven (7) semester hours minimum)			
a. Ceramics .....	3	3	3
b. Sculpture .....	2	2	2
c. Fibers (such as weaving, macramé, and fiber sculpture) .....	2	2	2
4. History, Theory, Criticism in the Visual Arts .....	3	3	3
5. Art for Elementary Grades .....	2	2	0
6. Electives .....	9	0	11
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>30</b>	<b>21</b>	<b>30</b>

*\*Teachers must be certificated in another elementary, middle school, or secondary teaching field.*

<b>C. BUSINESS EDUCATION (Non-Vocational)</b>	<b>GRADES 9-12</b>
1. Keyboarding.....	2
2. Accounting .....	3
3. Economics .....	2
4. Business/Consumer Related Law .....	2
5. Business Communications .....	2
6. Management.....	2
7. Marketing.....	2
8. Computer/Emerging Technology.....	9
9. Electives .....	0-6
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>30</b>

<b>D. DANCE</b>	<b>GRADES K-12</b>
1. Dance Electives with appropriate distribution in the subject area .....	30
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>30</b>

<b>E. DRIVER EDUCATION*</b>	<b>GRADES 9-12</b>
1. Introduction to Safety Education.....	3
2. Driver Task Analysis .....	3
3. Developing Vehicle Operation Skills and Competencies .....	3
4. Developing Classroom Knowledge.....	3
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>12</b>

*\*Teacher must be certificated in another elementary, middle school, or secondary teaching field*

<b>F. ENGLISH</b>	<b>GRADES 9-12</b>
1. Composition and Rhetoric .....	12
(Must include a course in the teaching of writing)	
2. Study of the English Language.....	5
(Must include modern grammar, history of the language, and/or dialects)	
3. American Literature .....	5
(must include at least one (1) major unit or module in literature for adolescents and one (1) in literature of ethnic groups*)	
4. English and/or World Literature .....	5

<b>F. ENGLISH (continued)</b>	<b>GRADES 9-12</b>
5. Elective English Credit.....	3
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>30</b>

*\*Ethnic groups include, but are not limited to, Afro-, Chinese-, Japanese-, Italian-, East European-, Jewish, Mexican-American, American Indian, or Puerto Rican.*

<b>G. FAMILY AND CONSUMER SCIENCES*</b>	<b>GRADES 9-12</b>
1. *Nutrition and Food.....	6
2. *Clothing and Textiles.....	6
3. *Consumer Education and Home Management.....	5
4. *Housing and Interiors .....	5
5. *Parenting Education and Child Development .....	5
6. *Family and Interpersonal Relationship.....	3
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>30</b>

*\*Must include related lab experience.*

## **H. FOREIGN LANGUAGE**

**GRADES K-12:** Thirty (30) semester hours in the Foreign Language to be taught, or twenty-seven (27) semester hours plus two (2) or more earned units of high school credit in that language.

**GRADES K-9\*:** Twenty-one (21) semester hours in the Foreign Language to be taught, or eighteen (18) semester hours plus two (2) or more earned units of high school credit in that language.

In addition to an understanding and appreciation of the foreign culture and civilization, the prospective teacher will demonstrate, to the satisfaction of the degree-granting institution, proficiency in the areas of listening comprehension, speaking, reading, and writing.

*\*Teachers must be certificated in another elementary, middle school, or secondary teaching field.*

<b>I. HEALTH</b>	<b>GRADES K-12</b>	<b>GRADES K-9*</b>	<b>GRADES 9-12</b>
1. Human Anatomy-Physiology.....	3	3	3
2. Nutrition.....	2	2	2
3. Drug Education.....	2	2	2
4. Personal Health .....	2	2	2
5. Mental Health.....	2	2	2
6. Family Life/Sex Education.....	3	3	3
7. Safety and First Aid .....	2	2	2
8. Community Health.....	2	2	2
9. Methods in Health K-9.....	2	2	0
10. Electives in Health (may include additional hours from above) .....	12	1	12
<b>MINIMUM TOTAL SEMESTER HOURS .....</b>	<b>32</b>	<b>21</b>	<b>30</b>

*\*Teachers must be certificated in another elementary, middle school, or secondary teaching field.*

<b>J. INDUSTRIAL TECHNOLOGY</b>	<b>GRADES 9-12</b>
1. Communication Technology .....	7
2. Energy and Power .....	7

<b>J. INDUSTRIAL TECHNOLOGY (continued)</b>	<b>GRADES 9-12</b>
3. Materials and Processes Technology.....	7
4. Organization and Administration .....	5
5. Electives .....	10
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>36</b>

<b>K. JOURNALISM</b>	<b>GRADES 9-12</b>
1. News Writing and Reporting.....	3
2. Editing.....	3
3. Communications Law .....	3
4. Mass Communications Theory.....	3
5. Scholastic Publications.....	3
6. Electives: Photography, Graphics, Advertising, Broadcasting, History of Journalism, Mass Media and Society, News Media Experience, and other related areas .....	15
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>30</b>

**NOTE:** It is recommended that news media experience (e.g., professional news media, college publications, etc.) be included in the program on a credit or noncredit basis.

<b>L. LIBRARY MEDIA SPECIALIST</b>	<b>GRADES K-12</b>
1. Introductory Seminar .....	1
2. Library Media Administration .....	3
3. Selection and Acquisition .....	3
4. Cataloging.....	3
5. Reference .....	3
6. Materials Production.....	3
7. Children's or Adolescent Literature.....	2
8. Information Technologies.....	3
9. Utilization and Integration.....	3
10. Practicum.....	2
11. Electives.....	4
<b>MINIMUM TOTAL SEMESTER HOURS .....</b>	<b>30</b>

<b>M. MATHEMATICS</b>	<b>GRADES 9-12</b>
1. Calculus and Analytical Geometry.....	8
2. Algebraic Structures .....	3
3. Geometry .....	3
4. Computer Science .....	2
5. Electives from the above course work.....	4
<b>Sub-total Semester Hours .....</b>	<b>20</b>
6. A minimum of ten (10) semester hours from at least 3 (three) areas of Mathematics such as the following:	
a. History of Mathematics.....	2-3
b. Structure of the Real Number System .....	2-3
c. Number Theory .....	2-3
d. Completion Calculus Sequence .....	2-5

<b>M. MATHEMATICS (continued)</b>		<b>GRADES 9-12</b>
e. Probability and Statistics .....	2-3	
f. Computer Science .....	2-5	
g. Math for Exceptional Children .....	2-3	
h. Linear Algebra .....	2-3	
<b>Sub-total Semester Hours .....</b>	<b>10</b>	
<b>MINIMUM GRAND TOTAL SEMESTER HOURS.....</b>	<b>30</b>	
<b>N. MUSIC</b>		<b>GRADES K-12</b>
<b>1. VOCAL/CHORAL</b>		
a. Theory .....	8	
b. Beginning Conducting.....	2	
c. History/Literature Music .....	4	
d. Piano (or proficiency) .....	2	
e. Choral Arranging .....	2	
f. Applied Voice .....	6	
g. Choral Techniques .....	2	
h. Advanced Choral Conducting.....	2	
i. Choral Literature .....	2	
j. Choral Ensemble.....	2	
k. Methods/Techniques of Teaching Elementary School Music .....	2	
(to include an introduction to early childhood choral literature and musical instruments)		
l. Methods/Techniques of Teaching Middle/Secondary School Music .....	2	
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>36</b>	
<b>2. INSTRUMENTAL</b>		
a. Theory .....	8	
b. Beginning Conducting.....	2	
c. History/Literature Music .....	4	
d. Piano (or proficiency) .....	2	
e. Methods/Techniques (strings, brass, woodwinds, percussion).....	6	
f. Applied major instrument .....	4	
g. Instrumental ensemble .....	2	
h. Advanced Instrumental Conducting .....	2	
i. Instrumentation/arranging.....	2	
j. Methods/Techniques of Teaching Middle/Secondary School Music .....	2	
k. Methods/Techniques of Teaching Elementary School Music .....	2	
(to include an introduction to early childhood choral literature and musical instruments)		
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>36</b>	
<b>3. VOCAL/CHORAL CERTIFICATE</b>		
a. Instrumental Music K-12 Certificate .....		
b. Choral Arranging .....	2	
c. Applied Voice .....	4	
d. Choral Techniques .....	2	
e. Advanced Choral Conducting.....	2	
f. Choral Literature.....	2	
g. Choral Ensemble .....	2	
<b>MINIMUM TOTAL SEMESTER HOURS .....</b>	<b>14</b>	

N. MUSIC (continued)		GRADES K-12		
4. INSTRUMENTAL CERTIFICATE				
a.	Vocal/Choral Music K-12 Certificate			
b.	Methods/Techniques (strings, bass, woodwinds, percussion) .....	6		
c.	Applied Major Instrument.....	2		
d.	Instrumental Ensemble .....	2		
e.	Advanced Instrumental Conducting.....	2		
f.	Instrumentation/Arranging .....	2		
MINIMUM TOTAL SEMESTER HOURS .....		14		
O. PHYSICAL EDUCATION		Grades K-12	Grades K-9	GRADES 9-12
1.	History and Philosophy.....	2	2	2
2.	Anatomy-Physiology.....	2	2	2
3.	Kinesiology .....	2	2	2
4.	Physiology of Exercise .....	2	2	2
5.	Measurement and Evaluation .....	2	2	2
6.	Health Related Fitness/Wellness.....	4	2	2
7.	Lifetime Activities and Dance .....	7	5	5
8.	Adapted Physical Education .....	2	2	2
9.	Psychological Aspects of Physical Education .....	2	2	2
10.	Sociological Aspects of Physical Education .....	2	0	2
11.	Motor Development/Motor Learning .....	2	2	2
12.	First Aid, CPR and Care of Activity/Sport Injuries .....	2	2	2
13.	Movement and Rhythms .....	2	2	0
14.	Methods in Physical Education K-4 .....	3	3	0
15.	Methods in Physical Education 5-9.....	3	3	0
16.	Electives.....	3	0	0
MINIMUM TOTAL SEMESTER HOURS .....		42	30	30
P. SCIENCE		GRADES 9-12		
1. BIOLOGY				
a.	History/Philosophy of Science and Technology—two (2) semester hours			
b.	Twenty (20) hours in Biology which includes:			
	1)	Cell Biology		
	2)	Plant Form and Function		
	3)	Animal Form and Function		
	4)	Genetics		
	5)	Evolution		
	6)	Biology Electives		
c.	Ten (10) additional hours in Science which includes:			
	1)	Chemistry		
	2)	Physics		
	3)	Earth Science		
	4)	Environmental Science		
MINIMUM TOTAL SEMESTER HOURS.....		32		
2. CHEMISTRY				
a.	History/Philosophy of Science and Technology—two (2) semester hours			

P. SCIENCE (continued)	GRADES 9-12
<ul style="list-style-type: none"> <li>b. Twenty (20) hours in Chemistry which includes:               <ul style="list-style-type: none"> <li>1) Inorganic Chemistry</li> <li>2) Analytical Chemistry</li> <li>3) Organic Chemistry (Lect-Lab)</li> <li>4) Physical Chemistry</li> <li>5) Biochemistry</li> <li>6) Chemistry Electives</li> </ul> </li> <li>c. Ten (10) additional hours in Science which includes:               <ul style="list-style-type: none"> <li>1) Physics</li> <li>2) Biology</li> <li>3) Earth Science</li> <li>4) Environmental Science</li> </ul> </li> </ul>	
<b>MINIMUM TOTAL SEMESTER HOURS..... 32</b>	
<b>3. EARTH SCIENCE</b>	
<ul style="list-style-type: none"> <li>a. History/Philosophy of Science and Technology—two (2) semester hours</li> <li>b. Twenty (20) hours in Earth Science which includes:               <ul style="list-style-type: none"> <li>1) Astronomy</li> <li>2) Meteorology</li> <li>3) Geology/Physical Geography</li> <li>4) Earth Science Electives</li> </ul> </li> <li>c. Ten (10) additional hours in Science which includes:               <ul style="list-style-type: none"> <li>1) Chemistry</li> <li>2) Biology</li> <li>3) Physics</li> <li>4) Environmental Science</li> </ul> </li> </ul>	
<b>MINIMUM TOTAL SEMESTER HOURS..... 32</b>	
<b>4. GENERAL SCIENCE</b>	
<ul style="list-style-type: none"> <li>a. History/Philosophy of Science and Technology—two (2) semester hours</li> <li>b. Thirty (30) hours in Science course work which includes:               <ul style="list-style-type: none"> <li>1) Chemistry (Lect-Lab)</li> <li>2) Biology (Lect-Lab)</li> <li>3) Physics (Lect-Lab)</li> <li>4) Earth Science</li> <li>5) Astronomy</li> <li>6) Environmental Science</li> </ul> </li> </ul>	
<b>MINIMUM TOTAL SEMESTER HOURS..... 32</b>	
<b>5. PHYSICS</b>	
<ul style="list-style-type: none"> <li>a. History/Philosophy of Science and Technology—two (2) semester hours</li> <li>b. Twenty (20) hours in Physics course work which includes:               <ul style="list-style-type: none"> <li>1) Mechanics</li> <li>2) Electricity and Magnetism</li> <li>3) Heat, Sound, and Light</li> <li>4) Atomic or Modern Physics</li> <li>5) Physics Electives</li> </ul> </li> <li>c. Ten (10) additional hours in Science which includes:               <ul style="list-style-type: none"> <li>1) Chemistry</li> <li>2) Biology</li> </ul> </li> </ul>	

<b>P. SCIENCE (continued)</b>	<b>GRADES 9-12</b>
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- 3) Earth Science
- 4) Environmental Science

**MINIMUM TOTAL SEMESTER HOURS..... 32**

**Note:** The Environmental Science requirement may also be met by such courses as Basic Ecology, Environmental Geology, Human Ecology, or Social Biology.

<b>Q. SOCIAL SCIENCE</b>	<b>GRADES 9-12</b>
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- 1. U.S. History..... 12
- 2. World History ..... 8
- 3. Political Science (State and U.S. Government)..... 6
- 4. Economics ..... 3
- 5. Geography ..... 3
- 6. Behavioral Science (Sociology, Anthropology, or Psychology)..... 6
- 7. Elective Social Studies ..... 0-2

**MINIMUM TOTAL SEMESTER HOURS..... 40**

<b>R. SPEECH AND THEATRE</b>	<b>GRADES 9-12</b>
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- 1. Speech (to include two (2) semester hours in debate)..... 12
- 2. Theatre ..... 12
- 3. Electives (from Speech, Theatre, and/or Mass Communications) ..... 6

**MINIMUM TOTAL SEMESTER HOURS..... 30**

<b>S. UNIFIED SCIENCE</b>	<b>GRADES 9-12</b>
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**1. BIOLOGY CERTIFICATE**

- a. History/Philosophy of Science and Technology ..... 3
- b. Biology (to include Zoology and Botany with labs)..... 8
- c. Chemistry (with labs) ..... 8
- d. Physics (with labs)..... 8
- e. Earth Science (to include Geology and Meteorology)..... 8
- f. Environmental Science..... 4
- g. An additional twenty (20) semester hours in Biology to include course work in:

- |                      |                           |    |
|----------------------|---------------------------|----|
| 1) Zoology           | 5) Microbiology           |    |
| 2) Botany            | 6) Anatomy and Physiology |    |
| 3) Genetics          | 7) Ecology                |    |
| 4) Cell/Biochemistry | 8) Evolution              | 20 |

**MINIMUM TOTAL SEMESTER HOURS 59**

**2. CHEMISTRY CERTIFICATE**

- a. History/Philosophy of Science and Technology ..... 3
- b. Biology (to include Zoology and Botany with labs)..... 8
- c. Chemistry (with labs) ..... 8
- d. Physics (with labs)..... 8
- e. Earth Science (to include Geology and Meteorology)..... 8
- f. Environmental Science..... 4

<b>S. UNIFIED SCIENCE (continued)</b>		<b>GRADES 9-12</b>
g. An additional twenty (20) semester hours in Chemistry to include course work in:		
1) Biochemistry	5) Qualitative Analysis	
2) Organic Chemistry	6) Advanced Analysis	
3) Physical Chemistry	7) Environmental Chemistry	
4) Quantitative Analysis		20
<b>MINIMUM TOTAL SEMESTER HOURS .....</b>		<b>59</b>
<b>3. EARTH SCIENCE CERTIFICATE</b>		
a. History/Philosophy of Science and Technology .....		3
b. Biology (to include Zoology and Botany with labs).....		8
c. Chemistry (with labs) .....		8
d. Physics (with labs).....		8
e. Earth Science (to include Geology and Meteorology).....		8
f. Environmental Science.....		4
g. An additional twenty (20) semester hours in Earth Science to include course work in:		
1) Geology/Physical Geography	4) Paleontology	
2) Astronomy	5) Oceanography	
3) Meteorology		20
<b>MINIMUM TOTAL SEMESTER HOURS .....</b>		<b>59</b>
<b>4. PHYSICS CERTIFICATE</b>		
a. History/Philosophy of Science and Technology .....		3
b. Biology (to include Zoology and Botany with labs).....		8
c. Chemistry (with labs) .....		8
d. Physics (with labs).....		8
e. Earth Science (to include Geology and Meteorology).....		8
f. Environmental Science.....		4
g. An additional twenty (20) semester hours in Physics to include course work in:		
1) Quantum Physics	5) Optics	
2) Atomic/Nuclear Physics	6) Electricity/Magnetism	
3) Heat/Thermodynamics	7) Statistics/Mechanics	
4) Health Physics		20
<b>MINIMUM TOTAL SEMESTER HOURS .....</b>		<b>59</b>
Techniques/Methods of Teaching Science will include: safety, lab techniques, and research process skills.		
This certificate will allow a teacher to teach any of the beginning sciences (i.e., Biology I or Chemistry I).		
A certificate is required for each area in which an advanced class is taught (i.e., Biology II and Chemistry II).		
<b>T. VOCATIONAL FAMILY AND CONSUMER SCIENCES</b>		<b>GRADES 9-12</b>
<b>1. General Requirements:</b>		
Baccalaureate degree with an area of concentration in Family and Consumer Sciences Education.		
<b>2. *Subject Matter Requirements:</b>		
a. Consumer Education and Resource Management.....		6
(At least one (1) course in Consumer Education and one (1) course in Resource Management is required)		
b. Parenting Education and Child Development .....		6
c. Family and Interpersonal Relationships .....		6
d. Nutrition and Foods .....		6



T. VOCATIONAL FAMILY AND CONSUMER SCIENCES (continued)	GRADES 9-12
e. Textiles and Clothing.....	6
f. Housing and Living Environments .....	6
g. Family Health and Home Nursing .....	2
h. Electives in Home Economics.....	4
<b>MINIMUM TOTAL SEMESTER HOURS.....</b>	<b>42</b>
3. <b>**Professional Vocational Education Requirements:</b> A minimum requirement of eight (8) semester hours in the following areas:	
a. Organization, Administration, and Methods of Teaching Vocational Consumer and Homemaking Education	
b. Implementing Occupational Family and Consumer Sciences Education Programs	
c. Curriculum Development for Vocational Family and Consumer Sciences	
d. Vocational Youth Organization Techniques	
e. Coordination Techniques	

This specialized course work may be used to satisfy the regular secondary professional education requirement "Curriculum, Methods, and Techniques in Subject Area Specialty."

*\*Supervised practicum's and/or laboratory experiences are a component of each Family and Consumer Sciences subject area.*

*\*\*This course work must be taken from an institution approved for Vocational Family and Consumer Sciences by the Missouri Department of Elementary and Secondary Education.*

# Special Education

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATE REQUIREMENTS FOR  
BLIND AND PARTIALLY SIGHTED (GRADES K-12)**

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**SPECIAL EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

- A.** A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B.** Must have recommendation of designated official for teacher education in the college or university;
- C.** Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D.** Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E.** Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F.** Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1.** English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2.** U.S. History, three (3) semester hours; and
  - 3.** U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated in each topic listed to the satisfaction of the teacher preparation institution.

**A. Foundations of Teaching** (Minimum requirement of twelve (12) semester hours):

- 1.** Foundations of Education;
- 2.** School Organization and Management;
- 3.** Personalized Teaching Strategies;
- 4.** Child Growth and Development;
- 5.** \*\*Child Psychology;
- 6.** \*\*Adolescent Psychology;
- 7.** Psychology of Learning;
- 8.** Psychology and/or Education of the Exceptional Child (including the Gifted);
- 9.** Introduction to Special Education;
- 10.** Introduction to Blind and Partially Sighted;
- 11.** \*Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction);
- 12.** \*Anatomy, Physiology, and Diseases of the Eye;
- 13.** Screening and Identification of the Handicapped; and
- 14.** \*Career Education or Career Development;

**B. Teaching Methods** (Minimum requirement of twenty-eight (28) semester hours):

- 1.** \*Methods of Teaching the Blind and Partially Sighted;
- 2.** \*Methods of Teaching Reading—eight (8) semester hours (shall include course work in teaching remedial reading);
- 3.** \*Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);
- 4.** Adapted Physical Education;

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

5. Language Arts;
  6. Science;
  7. Social Studies;
  8. Children's Literature;
  9. School Health Education;
  10. \*Language Development of the Exceptional Child;
  11. \*Counseling Techniques (to include communication skills with exceptional children and families of exceptional children);
  12. \*Orientation and Mobility Training;
  13. \*Conservation and Use of Limited Vision;
  14. Visual Aids and Appliance Usage;
  15. \*Reading and Writing Braille; and
  16. \*Behavior Management Techniques; and
- C. Clinical Experiences\*\*\*** (Minimum requirement of ten (10) semester hours):
1. \*Field experiences in a regular classroom prior to student teaching;
  2. Practicum, directed teaching and clinical experience (eight (8) semester hours) in:
    - a. Teaching blind and partially sighted students;
    - b. Interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction; and
    - c. Practical application of behavior management techniques.

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum with Blind and Partially Sighted students.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATE REQUIREMENTS FOR  
BLIND AND PARTIALLY SIGHTED (GRADES K-12)**

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**ELEMENTARY OR SECONDARY EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

Applicant must hold a valid Missouri elementary, middle school, or secondary teaching certificate and complete ALL requirements shown below.

**II. PROFESSIONAL REQUIREMENTS\*:**

These shall be met by courses of at least two (2) semester hours, unless otherwise specified.

**A. Foundations for Teaching:**

1. \*\*Child Psychology;
2. \*\*Adolescent Psychology;
3. Psychology and/or Education of the Exceptional Child (including the Gifted);
4. Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction);
5. Anatomy, Physiology, and Diseases of the Eye; and
6. \*Career Education or Career Development;

**B. Teaching Methods:**

1. Methods of Teaching the Blind and Partially Sighted (to include the use of visual aids and appliances);
2. Methods of Teaching Reading—eight (8) semester hours (shall include course work in teaching remedial reading);
3. Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);
4. Language Development of the Exceptional Child;
5. Counseling Techniques (to include communication skills with exceptional children and families of exceptional children);
6. Reading and Writing Braille;
7. Conservation and Use of Limited Vision;
8. Orientation and Mobility Training; and
9. Behavior Management Techniques; and

**C. Clinical Experiences\*\*\* (Minimum requirement of six (6) semester hours\*\*\*\*):**

Practicum, directed teaching and clinical experience in:

1. Teaching blind and partially sighted students;
2. Interpretation of individualized tests; and
3. Practical application of behavior management techniques.

*\*These may be met by courses taken as part of the baccalaureate degree.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum with Blind and Partially Sighted students.*

*\*\*\*\*Teachers with two (2) or more years of teaching experience may meet this requirement with three (3) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
DEAF AND HEARING IMPAIRED (GRADES K-12)**

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**SPECIAL EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

- A.** A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B.** Must have recommendation of designated official for teacher education in the college or university;
- C.** Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D.** Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E.** Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F.** Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated in each topic listed to the satisfaction of the teacher preparation institution.

**A. Foundations for Teaching** (Minimum requirement of twelve (12) semester hours):

- 1. Foundations of Education;
- 2. School Organization and Management;
- 3. Personalized Teaching Strategies;
- 4. Child Growth and Development;
- 5. \*\*Child Psychology;
- 6. \*\*Adolescent Psychology;
- 7. Psychology of Learning;
- 8. \*Psychology and/or Education of the Exceptional Child (including the Gifted);
- 9. \*Psychology of Deafness;
- 10. Screening and Identification of the Handicapped;
- 11. \*Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction); and
- 12. \*\*Career Education or Career Development;

**B. Teaching Methods** (Minimum requirement of twenty-eight (28) semester hours):

- 1. \*Methods of Teaching the Deaf and Hearing Impaired;
- 2. \*Methods of Teaching Reading—six (6) semester hours (shall include a course in teaching reading to the deaf);
- 3. \*Teaching Language to the Deaf—six (6) semester hours;
- 4. \*Aural Rehabilitation;
- 5. \*Teaching Speech to the Deaf—six (6) semester hours;

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

6. \*Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);
7. Science;
8. Social Studies;
9. Art;
10. Music;
11. School Health Education;
12. \*Psychological Testing in Deaf Education;
13. \*Counseling Techniques (to include communication skills with exceptional children and families of exceptional children);
14. \*Amplification Systems;
15. \*Audiology;
16. \*Anatomy and Physiology of Auditory and Speech Mechanisms;
17. \*Manual Communications; and
18. \*Behavior Management Techniques; and

**C. Clinical Experiences\*\*\*** (Minimum requirement of ten (10) semester hours\*\*\*\*):

1. \*Field experiences in a regular classroom prior to student teaching;
2. Practicum, directed teaching and clinical experience (eight (8) semester hours) in:
  - a. Teaching deaf and hearing impaired students;
  - b. Interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction; and
  - c. Practical application of behavior management techniques.

*\*These may be met by courses taken as part of the baccalaureate degree.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum with Blind and Partially Sighted students.*

*\*\*\*\*Teachers with two (2) or more years of teaching experience may meet this requirement with three (3) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
DEAF AND HEARING IMPAIRED (GRADES K-12)**

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**ELEMENTARY OR SECONDARY EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

Applicant must hold a valid Missouri elementary, middle school, or secondary teaching certificate and complete ALL requirements shown below.

**II. PROFESSIONAL REQUIREMENTS\*:**

These shall be met by courses of at least two (2) semester hours, unless otherwise specified.

**A. Foundations for Teaching:**

1. \*\*Child Growth and Development or Child Psychology;
2. \*\*Adolescent Growth and Development or Adolescent Psychology;
3. Psychology and/or Education of the Exceptional Child (including the Gifted);
4. Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction);
5. \*Career Education or Career Development; and
6. Psychology of Deafness;

**B. Teaching Methods:**

1. Methods of Teaching the Deaf and Hearing Impaired Child;
2. Methods of Teaching Reading—six (6) semester hours (shall include a course in teaching reading to the deaf);
3. Teaching Language to the Deaf—six (6) semester hours;
4. Aural Rehabilitation;
5. Teaching Speech to the Deaf—six (6) semester hours;
6. Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);
7. Psychological Testing in Deaf Education;
8. Counseling Techniques (to include communication skills with exceptional children and families of exceptional children);
9. Anatomy and Physiology of Speech Mechanisms;
10. Amplification Systems;
11. Audiology;
12. Manual Communications; and
13. Behavior Management Techniques; and

**C. Clinical Experiences\*\*\* (Minimum requirement of six (6) semester hours\*\*\*\*):**

Practicum, directed teaching and clinical experience in:

1. Teaching deaf and hearing impaired students;
2. Interpretation of individualized tests; and
3. Practical application of Behavior Management Techniques.

*\*These may be met by courses taken as part of the baccalaureate degree.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum with Deaf and Hearing Impaired students.*

*\*\*\*\*Teachers with two (2) or more years of teaching experience may meet this requirement with three (3) semester hours.*



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS  
FOR EARLY CHILDHOOD SPECIAL EDUCATION  
(BIRTH THROUGH GRADE 3)**

**I. GENERAL REQUIREMENTS:**

- A. A baccalaureate degree from a college or university having a teacher education program which addresses the competencies required for this certificate and is approved by the Missouri Department of Elementary and Secondary Education or from a college or university having an early childhood special education program approved by the state education agency in states other than Missouri;
- B. Must have recommendation of designated official for teacher education in the college or university;
- C. Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D. Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E. Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F. Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS** (Minimum requirement of fifty-seven (57) hours):

The lists following the major areas of professional requirements are to be regarded as areas of study and/or content and not necessarily as course titles.

- A. **Foundations of Teaching** (Minimum requirement of six (6) semester hours):
  - 1. Philosophy of Education;
  - 2. \*Psychology and/or Education of the Exceptional Child (including the Gifted); and
  - 3. Educational Psychology;
- B. **Child Development** (Minimum requirement of nine (9) semester hours):
  - 1. Human Development;
  - 2. \*Child Development;
  - 3. Observing Young Children;
  - 4. \*Infancy; and
  - 5. Middle Childhood;
- C. **Teaching the Young Child** (Minimum requirement of twenty-one (21) semester hours):
  - 1. \*Early Childhood Principles;
  - 2. Integrated Curriculum which addresses the following areas:
    - a) \*\*Language Arts (including reading, writing, speaking, and listening);
    - b) Health;
    - c) Nutrition;
    - d) Music;
    - e) Movement;
    - f) \*Math;
    - g) Science;
    - h) Social Studies;
    - i) Safety;
    - j) Art; and

*\*Denotes minimum of two (2) semester hours required.*

*\*\*Denotes minimum of eight (8) semester hours required.*

- k) Drama;
- 3. Learning Environment;
- 4. Diverse Learners;
- 5. Professionalism in Early Childhood Education;
- 6. \*Assessing Young Children; and
- 7. Play;

**D. Home-School-Community Relations** (Minimum requirement of six (6) semester hours):

- 1. Parents as Teachers;
- 2. Family Involvement; and
- 3. Linking Families with Community Resources;

**E. Teaching Young Children with Disabilities** (Minimum requirement of fifteen (15) semester hours):

- 1. \*Special Education Process;
- 2. Current Trends in Early Childhood Special Education;
- 3. Assessment for Intervention;
- 4. Communication Disorders;
- 5. \*Environmental and Personal Strategies for Self Management;
- 6. \*Implementation and Evaluation of Interventions;
- 7. Health, Nutrition, and Safety of Young Children; and
- 8. Collaborative Consultation; and

**F. Pre-Student Teaching** (Minimum requirement of ninety (90) contact hours. A minimum of fifteen (15) contact hours equals one (1) semester hour):

Pre-student teaching must include a minimum of thirty (30) contact hours in each of the three (3) different age levels (infant/toddler, pre-K/Kindergarten, and primary K-3). This pre-student teaching may be included as part of courses identified in areas B-E above or be offered as a separate course(s). The selection of pre-student teaching experiences should be individualized to ensure the student's exposure to families from diverse backgrounds and children with a variety of disabling conditions in a variety of settings, including environments where children with disabilities are learning with their peers without disabilities.

**III. STUDENT TEACHING** (Minimum requirement of twelve (12) semester hours):

The individual participates and applies the competencies in a variety of supervised student teaching experiences with children with disabilities and their families.

Student Teaching will require a minimum of twelve (12) semester hours spent with two (2) different age levels (infant/toddler, pre-K/Kindergarten, and primary K-3). Each of the two (2) student teaching experiences requires a minimum of five (5) semester hours.

*\*Denotes minimum requirement of two (2) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) CERTIFICATION REQUIREMENTS FOR  
TEACHERS WITH EARLY CHILDHOOD CERTIFICATION**

**I. GENERAL REQUIREMENTS:**

- A.** A Missouri teaching certificate in early childhood; and
- B.** The minimum of three (3) semester hours of field experiences is required and may be integrated into the following areas of study and individualized to ensure the students exposure to a variety of disabling conditions and a variety of settings. The experiences should be distributed across the age span of birth through eight (8).

**II. PROFESSIONAL REQUIREMENTS:**

- A. Teaching Young Children with Disabilities** (Minimum requirement of fifteen (15) semester hours):
  - 1. \*Special Education Process;
  - 2. Current Trends in Early Childhood Special Education;
  - 3. Assessment for Intervention;
  - 4. Communication Disorders;
  - 5. \*Environmental and Personal Strategies for Self Management;
  - 6. \*Implementing and Evaluating Interventions;
  - 7. Health, Nutrition, and Safety of Young Children; and
  - 8. Collaborative Consultation.

*\*Denotes minimum requirement of two (2) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) CERTIFICATION REQUIREMENTS FOR  
TEACHERS WITH SPECIAL EDUCATION CERTIFICATION**

**I. GENERAL REQUIREMENTS:**

- A. A Missouri teaching certificate in special education; and
- B. The equivalent of five (5) semester hours of field experiences is required and may be integrated into the following areas of study and individualized to ensure the students exposure to young children ages birth through eight (8) in a variety of settings.

**II. PROFESSIONAL REQUIREMENTS:**

**A. Teaching the Young Child** (Minimum requirement of fifteen (15) semester hours):

- 1. Integrated Curriculum - which addresses the following areas:
  - a. \*\*Language Arts (including reading, writing, speaking, and listening);
  - b. Health;
  - c. Nutrition;
  - d. Music;
  - e. Movement;
  - f. \*Math;
  - g. Science;
  - h. Social Studies;
  - i. Safety;
  - j. Art; and
  - k. Drama;
- 2. Learning Environment;
- 3. Diverse Learners;
- 4. Professionalism in Early Childhood Education;
- 5. \*Assessing Young Children;
- 6. Play; and
- 7. \*Early Childhood Principles;

**B. Teaching Young Children with Disabilities** (Minimum requirement of six (6) semester hours):

- 1. Special Education Process;
- 2. Current Trends in Early Childhood Special Education;
- 3. Assessment for Intervention;
- 4. Communication Disorders;
- 5. Environmental and Personal Strategies for Self Management;
- 6. \*Implementing and Evaluating Interventions;
- 7. Health, Nutrition, and Safety of Young Children; and
- 8. \*Collaborative Consultation; and

**C. Child Development** (Minimum requirement of six (6) semester hours):

- 1. Human Development;
- 2. \*Infancy;
- 3. \*Child Development;
- 4. Middle Childhood; and
- 5. Observing Young Children.

*\*Denotes minimum requirement of two (2) semester hours.*

*\*\*Denotes minimum requirement of eight (8) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) CERTIFICATION REQUIREMENTS FOR  
TEACHERS WITH ELEMENTARY CERTIFICATION**

**I. GENERAL REQUIREMENTS:**

- A. A Missouri teaching certificate in elementary education; and
- B. The equivalent of three (3) semester hours of field experiences is required and may be integrated into the following areas of study and individualized to ensure the students exposure to young children ages birth through five (5) with and without disabilities.

**II. PROFESSIONAL REQUIREMENTS:**

**A. Teaching the Young Child** (Minimum requirement of fifteen (15) semester hours):

- 1. Integrated Curriculum which addresses the following areas:
  - a. \*\*Language Arts (including reading, writing, speaking, and listening);
  - b. Health;
  - c. Nutrition;
  - d. Music;
  - e. Movement;
  - f. \*Math;
  - g. Science;
  - h. Social Studies;
  - i. Safety;
  - j. Art; and
  - k. Drama;
- 2. Learning Environment;
- 3. Diverse Learners;
- 4. Professionalism in Early Childhood Education;
- 5. \*Assessing Young Children;
- 6. Play; and
- 7. \*Early Childhood Principles;

**B. Teaching Young Children with Disabilities** (Minimum requirement of fifteen (15) semester hours):

- 1. \*Special Education Process;
- 2. Current Trends in Early Childhood Special Education;
- 3. Assessment for Intervention;
- 4. Communication Disorders;
- 5. \*Environmental and Personal Strategies for Self Management;
- 6. \*Implementation and Evaluation of Interventions;
- 7. Health, Nutrition, and Safety of Young Children; and
- 8. Collaborative Consultation;

**C. Child Development** (Minimum requirement of three (3) semester hours):

- 1. Human Development;
- 2. \*Child Development;
- 3. Observing Young Children;
- 4. \*Infancy; and
- 5. Middle Childhood;

**D. Home-School-Community Relations** (Minimum requirement of three (3) semester hours):

- 1. Parents as Teachers;
- 2. Family Involvement; and
- 3. Linking Families with Community Resources; and

*\*Denotes minimum requirement of two (2) semester hours.*

*\*\*Denotes minimum requirement of eight (8) semester hours.*

**E. Program Management** (Minimum requirement of three (3) semester hours):

1. Program Organization and Communication;
2. Collaborative Consultation;
3. Health, Nutrition, and Safety of Young Children;
4. Guidance Strategies; and
5. Classroom Management.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
FAMILY RESOURCE CERTIFICATION REQUIREMENTS FOR  
TEACHERS WITH EARLY CHILDHOOD EDUCATION AND/OR  
EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATION**

**I. GENERAL REQUIREMENTS:**

Applicants must hold a valid Missouri teaching certificate in early childhood and/or early childhood special education.

**II. PROFESSIONAL REQUIREMENTS:**

**A. Adult/Family Education** (Minimum requirement of eighteen (18) semester hours):

1. Adult Development;
2. Family Development;
3. Parenting;
4. Adult Education;
5. Family Advocacy; and
6. Evaluation of Adult Education or Assessment of Adult Education;

The equivalent of thirty (30) contact hours in each of three (3) of the five (5) family life stages, as described below, (may be integrated into the above):

1. Families without Children;
2. Families with Young Children;
3. Families with Teens;
4. Families with Launched Children; and
5. Families with Adult Children; and

**B. Internship** (Minimum requirement of six (6) semester hours):

The internship will include experiences with at least two (2) of the five (5) family life stages (see above).

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
MILD/MODERATE DISABILITY (GRADES K-12)  
(WITH CERTIFICATES IN MENTALLY HANDICAPPED, LEARNING DISABLED, BEHAVIORAL DISORDERED,  
PHYSICAL AND OTHER HEALTH IMPAIRMENTS, AND CROSS-CATEGORICAL DISABILITIES)  
CERTIFICATES IN MENTALLY HANDICAPPED, LEARNING DISABLED, BEHAVIORAL DISORDERED, AND  
PHYSICAL AND OTHER HEALTH IMPAIRMENTS WILL BE DISCONTINUED AUGUST 15, 2005**

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**SPECIAL EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

- A. A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B. Must have recommendation of designated official for teacher education in the college or university;
- C. Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D. Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E. Completion of professional requirements as determined by the recommending college or university which may exceed these minimum requirements; and
- F. Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated in each topic listed to the satisfaction of the teacher preparation institution.

**A. Foundations for Teaching** (Minimum requirement of twelve (12) semester hours):

- 1. Foundations of Education;
- 2. Psychology of Learning;
- 3. Screening and Identification of Children with Disabilities;
- 4. School Organization and Management;
- 5. Introduction to Special Education;
- 6. Personalized Teaching Strategies; and
- 7. Self Awareness and Human Relations;

**Required Course work:**

- 1. \*\*Child Psychology/Child Growth and Development;
- 2. \*\*Adolescent Psychology/Adolescent Growth and Development;
- 3. \*Psychology and/or Education of the Exceptional Child (including the Gifted);
- 4. \*Transition/Career Education for the Handicapped; and
- 5. \*Evaluation of Abilities and Achievement (instruction in the interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive teaching);

**For a certificate in specific areas of special education, one (1)-two (2) hour course per certificate is required:**

- 1. \*Introduction to Mentally Handicapped;
- 2. \*Introduction to Learning Disabilities;
- 3. \*Introduction to Behavioral Disordered;

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*



4. \*Introduction to Physical and Other Health Impairments; and
5. \*Introduction to Cross-Categorical Disabilities;

**B. Teaching Methods** (Minimum requirement of twenty-five (25) semester hours):

As a minimum, the teaching method competencies shall include: Children's Literature, Language Arts, Science, Social Studies to include Geography and Economics, Art, Music, Physical Education, School Health, and Microcomputer Application in Education.

**Required Course work:**

1. \*Methods of Teaching Reading—eight (8) semester hours (shall include course work in teaching remedial reading);
2. \*Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);
3. \*Language Development of the Exceptional Child;
4. \*Counseling Techniques (to include communication skills with exceptional children and families of exceptional children); and
5. \*Behavior Management Techniques;

**For a certificate in specific areas of special education, one (1)-two (2) hour course per certificate is required:**

1. \*Methods of Teaching the Student with Mental Handicaps;
2. \*Methods of Teaching the Student with Learning Disabilities;
3. \*Methods of Teaching the Student with Behavioral Disorders;
4. \*Methods of Teaching the Student with Physical and Other Health Impairments; and/or
5. \*Methods of Teaching the Student with Cross-Categorical Disabilities; and

**C. Clinical Experiences\*\*\*** (Minimum requirement of ten (10) semester hours):

A minimum of two (2) semester hours of field experiences prior to student teaching and a minimum of eight (8) semester hours of student teaching in a specific area of special education is required.

**For a certificate in a specific area of special education, the student teaching experience must provide opportunities with children representative of the certificate:**

1. Teaching Students with Mental Handicaps;
2. Teaching Students with Learning Disabilities;
3. Teaching Students with Behavioral Disorders;
4. Teaching Students with Physical and Other Health Impairments; and/or
5. Teaching Students with Cross-Categorical Disabilities; and

**The Clinical Experience requirements shall provide an opportunity for:**

1. Instruction of students with disabilities;
2. Interpretation of individualized intelligence tests, formal and informal diagnostic procedures; and
3. Practical application of behavior management.

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum Deaf and Hearing Impaired students.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**CERTIFICATION REQUIREMENTS FOR**  
**MILD/MODERATE DISABILITY (GRADES K-12)**  
(WITH CERTIFICATES IN MENTALLY HANDICAPPED, LEARNING DISABLED, BEHAVIORAL DISORDERED,  
PHYSICAL AND OTHER HEALTH IMPAIRMENTS, AND CROSS-CATEGORICAL DISABILITIES)  
CERTIFICATES IN MENTALLY HANDICAPPED, LEARNING DISABLED, BEHAVIORAL DISORDERED, AND  
PHYSICAL AND OTHER HEALTH IMPAIRMENTS WILL BE DISCONTINUED AUGUST 15, 2005

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**ELEMENTARY OR SECONDARY EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

Applicants must hold a valid Missouri elementary, middle school, or secondary teaching certificate.

**II. PROFESSIONAL REQUIREMENTS:**

**A. Foundations for Teaching:**

1. \*Psychology and/or Education of the Exceptional Child (including the Gifted);
2. \*\*Child Psychology/Child Growth and Development;
3. \*\*Adolescent Psychology/Adolescent Growth and Development;
4. \*Transition/Career Education for the Handicapped; and
5. \*Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive teaching);

**For a certificate in specific areas of special education, one (1)-two (2) hour course per certificate is required:**

1. \*Introduction to Mentally Handicapped;
2. \*Introduction to Learning Disabilities;
3. \*Introduction to Behavioral Disordered;
4. \*Introduction to Physical and Other Health Impairments; and
5. \*Introduction to Cross-Categorical Disabilities;

**B. Teaching Methods:**

1. \*Methods of Teaching Reading—eight (8) semester hours (shall include course work in teaching remedial reading);
2. \*Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);
3. \*Language Development of the Exceptional Child;
4. \*Behavior Management Techniques; and
5. \*Counseling Techniques (to include communication skills with exceptional children and families of exceptional children);

**For a certificate in specific areas of special education, one (1)-two (2) hour course per certificate is required:**

1. \*Methods of Teaching the Student with Mental Handicaps;
2. \*Methods of Teaching the Student with Learning Disabilities;
3. \*Methods of Teaching the Student with Behavioral Disorders;
4. \*Methods of Teaching the Student with Physical and Other Health Impairments; and/or
5. \*Methods of Teaching the Student with Cross-Categorical Disabilities; and

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One (1) combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum Deaf and Hearing Impaired students.*

**C. Clinical Experiences\*\*\*** (Minimum requirement of six (6) semester hours):

**For a certificate in a specific area of special education, the clinical experiences must provide opportunities with children representative of the certificate:**

1. Teaching Students with Mental Handicaps;
2. Teaching Students with Learning Disabilities;
3. Teaching Students with Behavioral Disorders;
4. Teaching Students with Physical and Other Health Impairments; and/or
5. Teaching Students with Cross-Categorical Disabilities; and

**The Clinical Experience requirements shall provide an opportunity for:**

1. Instruction of student with disabilities;
2. Interpretation of individualized tests, formal and informal diagnostic procedures; and
3. Practical application of behavior management.

Experienced teachers with two (2) or more years of teaching experience may meet this requirement with three (3) semester hours.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SEVERELY DEVELOPMENTALLY DISABLED (GRADES K-12)**

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**SPECIAL EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

- A.** A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B.** Must have recommendation of designated official for teacher education in the college or university;
- C.** Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D.** Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E.** Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F.** Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:** A minimum of sixty (60) semester hours of professional preparation. Competency must be demonstrated in each topic listed to the satisfaction of the teacher preparation institution.

**A. Foundations of Teaching** (A minimum requirement of twelve (12) semester hours):

- 1. Foundations of Education;
- 2. School Organization and Management;
- 3. Personalized Teaching Strategies;
- 4. Child Growth and Development;
- 5. \*\*Child Psychology;
- 6. \*\*Adolescent Psychology;
- 7. Psychology of Learning;
- 8. \*Physical and Psychological Considerations of the Developmentally Disabled;
- 9. \*Psychology and/or Education of the Exceptional Child (including the Gifted);
- 10. \*Introduction to the Education and Training of the Severely
- 11. Developmentally Disabled;
- 12. Screening and Identification of the Handicapped; and
- 13. \*Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction);

**B. Teaching Methods** (A minimum requirement of twenty-eight (28) semester hours):

- 1. \*Curriculum Development and Methods of Teaching the Severely Developmentally Disabled—four (4) semester hours;
- 2. \*Methods of Teaching Reading—eight (8) semester hours (shall include course work in teaching remedial reading);
- 3. \*Methods of Teaching Mathematics—five (5) semester hours (shall include course work in teaching remedial mathematics);

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*One combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) required courses.*

4. \*Adapted Physical Education;
5. \*Perceptual Motor Training;
6. Language Arts;
7. Art for the Severely Developmentally Disabled;
8. Music for the Severely Developmentally Disabled;
9. \*Managing Physical and Health Problems;
10. Health, Nutrition and Safety of the Young Child;
11. \*Non-verbal Communication Skills;
12. \*Speech and Language Development of the Exceptional Child;
13. \*Counseling Techniques (includes communication skills with exceptional children and families of exceptional children);
14. \*Functional Skills Measurement of the Severely Developmentally Disabled; and
15. \*Behavior Management Techniques; and

**C. Clinical Experiences\*\*\*** (A minimum requirement of ten (10) semester hours):

\*Field experiences in a regular classroom prior to student teaching;

Practicum, directed teaching and clinical experience (eight (8) semester hours) in:

1. Teaching severely developmentally disabled students;
2. Interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction; and
3. Practical application of behavior management techniques.

*\*Required courses of at least two (2) semester hours unless otherwise specified.*

*\*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum Deaf and Hearing Impaired students.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SEVERELY DEVELOPMENTALLY DISABLED (GRADES K-12)**

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**ELEMENTARY OR SECONDARY EDUCATION MAJORS**

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**I. GENERAL REQUIREMENTS:**

Applicant must hold a valid Missouri elementary, middle school, or secondary teaching certificate.

**II. PROFESSIONAL REQUIREMENTS\*:**

These shall be met by courses of at least two (2) semester hours, unless otherwise specified.

**A. Foundations of Teaching** (Minimum requirement of twelve (12) semester hours):

1. Early Childhood Growth and Development or Child Psychology;
2. Psychology and/or Education of the Exceptional Child (including the Gifted);
3. Introduction to the Education and Training of the Severely Developmentally Disabled;
4. Physical and Psychological Considerations of the Developmentally Disabled; and
5. Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures, and in prescriptive instruction);

**B. Teaching Methods** (Minimum requirement of twenty-eight (28) semester hours):

1. Curriculum Development and Methods of Teaching the Severely Developmentally Disabled—four (4) semester hours;
2. Methods of Teaching Reading;
3. Methods of Teaching Mathematics;
4. Speech and Language Development of the Exceptional Child;
5. Non-verbal Communication Skills;
6. Counseling Techniques (to include communication skills with exceptional children and families of exceptional children);
7. Functional Skills Measurement for the Severely Developmentally Disabled;
8. Managing Physical and Health Problems;
9. Adapted Physical Education;
10. Perceptual Motor Training; and
11. Behavior Management Techniques; and

**C. Clinical Experiences\*\*** (Minimum requirement of six (6) semester hours\*\*\*):

Practicum, directed teaching and clinical experience in:

1. Teaching developmentally disabled students;
2. Interpretation of individualized tests; and
3. Practical application of Behavior Management Techniques.

*\*These may be met by courses taken as part of the baccalaureate degree.*

*\*\*Persons certificated in Behaviorally Disordered, Mentally Handicapped, Physical and Other Health Impairments, or Learning Disabled may meet this Clinical Experiences requirement by the satisfactory completion of at least three (3) semester hours of Practicum Deaf and Hearing Impaired students.*

*\*\*\*Teachers with two (2) or more years of teaching experience may meet this requirement with three (3) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SPEECH AND LANGUAGE SPECIALIST (BIRTH THROUGH GRADE 12)**

**I. GENERAL REQUIREMENTS:**

- A.** Possess a master's degree in speech pathology from a college or university having a teacher education program approved by the Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B.** Must have recommendation of designated official for teacher education in the college or university;
- C.** Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D.** Complete the PRAXIS II Specialty Area Test titled Speech-Language Pathology designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E.** Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F.** Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS** (Minimum requirement of eighteen (18) semester hours):

**A. Foundations of Teaching:**

- 1. Foundations of Education;
- 2. Child Psychology or Child Growth and Development;
- 3. Adolescent Psychology;
- 4. Counseling Techniques;
- 5. School Organization and Management; and
- 6. Psychology and/or Education of the Exceptional Child (including the Gifted); and

**III. SPECIFIC PROFESSIONAL REQUIREMENTS** (Minimum requirement of sixty (60) semester hours):

**A. Basic Communication Processes** (Minimum requirement of twelve (12) semester hours):

- 1. Anatomic and Physiologic Bases of Speech, Language, and Hearing (two (2) semester hours);
- 2. Physical Bases of Speech, Language and Hearing (two (2) semester hours);
- 3. Linguistic and Psychological Variables related to normal development and use of Speech, Language, and Hearing (two (2) semester hours); and
- 4. Electives from 1, 2, and 3 above (six (6) semester hours);

**B. Professional Course Content in Speech Pathology** (Minimum requirement of thirty-six (36) semester hours):

- 1. Language Disorders (six (6) semester hours);
- 2. Audiology, Speech Science or related minor fields (six (6) semester hours);
- 3. Linguistics (two (2) semester hours);
- 4. Teaching of Reading (two (2) semester hours); and
- 5. Electives in Speech Pathology and Supplementary Areas (twenty (20) semester hours); and

**C. Clinical Practicum** (three hundred (300) total clock hours amounting to twelve (12) semester hours):

- 1. Evaluation: Speech disorders in children (minimum of twenty (20) clock hours);

2. Evaluation: Speech disorders in adults (minimum of twenty (20) clock hours);
3. Evaluation: Language disorders in children (minimum of twenty (20) clock hours);
4. Evaluation: Language disorders in adults (minimum of twenty (20) clock hours);
5. Treatment: Speech disorders in children (minimum of twenty (20) clock hours);
6. Treatment: Speech disorders in adults (minimum of twenty (20) clock hours);
7. Treatment: Language disorders in children (minimum of twenty (20) clock hours);
8. Treatment: Language disorders in adults (minimum of twenty (20) clock hours); and
9. Audiology: thirty-five (35) clock hours with a minimum of
  - a) Fifteen (15) clock hours in evaluation/screening; and
  - b) Fifteen (15) clock hours in habilitation/rehabilitation.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SPEECH-LANGUAGE PATHOLOGIST (BIRTH THROUGH GRADE 12)**

**I. GENERAL REQUIREMENTS:**

A student services certificate of license to teach as a speech-language pathologist valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** Possess a master's or higher degree from a state-approved program for speech-language pathologists;
- B.** Possess a valid, unencumbered, undisciplined Missouri license as a Speech-Language Pathologist from the State Board of Registration for the Healing Arts; and
- C.** Complete the PRAXIS II Specialty Area Test titled Speech-Language Pathology designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score.

**II. RENEWAL OF CERTIFICATE:**

The speech-language pathologist student services certificate may be renewed every five (5) years by persons meeting the following requirements:

- A.** Written request for renewal of the certificate of license to teach; and
- B.** Verification of valid unencumbered, undisciplined Missouri license as a Speech-Language Pathologist from the State Board of Registration for the Healing Arts.

# Other

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)  
(GRADES K-12)**

**I. GENERAL REQUIREMENTS:**

- A. A valid Missouri permanent or professional certificate of license to teach;

**II. PROFESSIONAL REQUIREMENTS \*** (These shall be met by courses of at least two (2) semester hours, unless otherwise specified.):

- A. Psychology and/or Education of the Exceptional Child (including the Gifted); and
- B. Basic Reading Techniques for Secondary Teachers; and

**III. PROFESSIONAL REQUIREMENTS FOR ESOL** (Minimum requirement of twenty-one (21) semester hours):

- A. Linguistics and English Linguistics;
- B. Language and Culture or Sociolinguistics;
- C. Second Language Acquisition;
- D. Methods of Teaching Second Language Students;
- E. Material for Teaching English to Speakers of Other Languages and the Assessment of Speakers of Other Languages;
- F. ESOL Practicum (three (3) semester credit hours); and
- G. Elective Course work (three (3) semester hours).

Teachers may choose additional courses from such areas as English language, reading, composition, early childhood education, bilingual education or advanced second language methods according to the needs of their teaching situation.

*\*Denotes minimum requirement of two (2) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS  
CERTIFICATION STANDARDS FOR GIFTED EDUCATION (GRADES K-12)**

**I. GENERAL REQUIREMENTS:**

- A.** A valid Missouri permanent or professional certificate of license;
- B.** Two (2) years of classroom teaching experience; and
- C.** Psychology and/or Education of the Exceptional Child (including the Gifted);\* and

**II. PROFESSIONAL REQUIREMENTS** (Minimum requirement of fifteen (15) semester hours):

- A.** A minimum of nine (9) semester hours selected from five (5) basic fields of knowledge:
  - 1.** A Survey of Gifted and Talented Education;
  - 2.** Programming Planning and Development: An Understanding of Administration and Supervision of Gifted Programs;
  - 3.** Screening, Assessing, and Evaluating Gifted Students;
  - 4.** Curriculum and Instruction for the Gifted; and
  - 5.** Meeting the Affective Needs of Gifted Students;
- B.** A minimum of one (1) graduate course in research procedures; and
- C.** A three (3) semester hour practicum beyond the courses required for elementary and secondary certification, involving college or university supervised instruction of gifted students.

*\*Denotes minimum requirement of two (2) semester hours.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SPECIAL READING (GRADES K-12)**

**I. GENERAL REQUIREMENTS:**

- A.** A valid Missouri permanent or professional certificate of license to teach; and
- B.** Two (2) years of classroom teaching experience;

**II. PROFESSIONAL REQUIREMENTS\*** (These shall be met by courses of at least two (2) semester hours, unless otherwise specified.):

**A. Foundations of Teaching:**

- 1. \*\*Child Psychology;
- 2. \*\*Adolescent Psychology;
- 3. Psychology and/or Education of the Exceptional Child (including the Gifted); and
- 4. Evaluation of Abilities and Achievement (instruction in interpretation of individualized intelligence tests, formal and informal diagnostic procedures and in prescriptive instruction);

**B. Teaching Methods:**

- 1. Reading (at least three (3) courses required, minimum total of twelve (12) semester hours, one (1) of these courses shall be in Analysis and Correction of Reading Disabilities);
- 2. Language Acquisition and Development or Language Development of the Exceptional Child;
- 3. Behavior Management Techniques; and
- 4. Counseling Techniques (to include communication skills with exceptional children and families of exceptional children); and

**C. Clinical Experiences:**

- 1. Practicum in the Diagnosis and Remediation of Reading and Related Difficulties:  
A minimum of six (6) semester hours is required for the practicum which should include experience with students at both the elementary and secondary levels. The practicum should require demonstrated competency in student management at both the elementary and secondary levels.

*\*These may be met by courses taken as part of the baccalaureate degree.*

*\*\*A combined course of at least three (3) semester hours in Child and Adolescent Psychology may meet these two (2) requirements.*

# Endorsements

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR VOCATIONAL FAMILY AND CONSUMER  
SCIENCES/FAMILY RESOURCE EDUCATOR COMPETENCIES  
BIRTH THROUGH GRADE 12\*  
EFFECTIVE SEPTEMBER 1, 2004**

Individuals must demonstrate the following competencies for Vocational Family and Consumer Sciences Education certification. Competencies for the professional requirements will be determined by the state approved teacher preparatory institution. The below linked requirements are the minimum required for all teacher education candidates.

**I. GENERAL REQUIREMENTS:**

The individual has met the requirements of general studies including humanities, communication skills, social, mathematical, biological and physical sciences provided by a higher education institution. Candidates must also have:

- A.** A baccalaureate degree from a college or university having a teacher education program approved by the Missouri Department of Elementary and Secondary Education;
- B.** The recommendation of designated official for teacher certification in the college or university;
- C.** Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D.** Must complete the content knowledge or specialty area test designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score;
- E.** Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements; and
- F.** Individuals who completed their teacher education program outside of the United States shall provide documentation of completion of course work in the following:
  - 1. English Composition, two (2) courses, each a minimum of two (2) semester hours;
  - 2. U.S. History, three (3) semester hours; and
  - 3. U.S. Government, three (3) semester hours.

**II. PROFESSIONAL REQUIREMENTS:**

A minimum of twenty-eight (28) semester hours in professional education as follows:

**A. Foundations of Teaching** (Minimum requirement of eight (8) semester hours):

- 1. The Pupil/Society**--A minimum of six (6) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following content areas:
  - a.** Adolescent growth and development (physical, mental, social);
  - b.** Adolescent behavior management techniques;
  - c.** Psychology of learning (must include adolescent learning);
  - d.** Adolescent interaction with others; and
  - e.** \*Psychology and/or education of the exceptional child (including the Gifted); and
- 2. The School/Society**--A minimum of two (2) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following content areas, including multi-cultural aspects:
  - a.** Legal foundations of education;
  - b.** Historical foundations of education;
  - c.** Philosophical foundations of education; and
  - d.** Sociological foundations of education;

**B. Secondary Methods and Techniques** (Minimum requirement of eight (8) semester hours):

A minimum of eight (8) semester hours with knowledge acquired and competency developed to the satisfaction of the teacher preparation institution in the following content areas:

- 1. \*Basic reading techniques for secondary teachers;
- 2. Instructional strategies for middle and secondary teachers;
- 3. \*Curriculum, methods and techniques (in subject area specialty);

*\*Excerpt from the "Certification and Standard Revisions for Missouri Teachers of Family and Consumer Sciences Education" which contains the competencies.*

4. Measurement and evaluation; and
5. Microcomputer applications in education; and

**C. Clinical Experiences** (Minimum requirement of twelve (12) semester hours):

Certification in grades 4-8 and 9-12 should include clinical experience at both the middle school and senior high school levels with a minimum of two (2) semester hours prior to student teaching\*\* and a minimum of ten (10) semester hours of student teaching grades 4-8 and 9-12.

**III. PROFESSIONAL VOCATIONAL FAMILY AND CONSUMER SCIENCES EDUCATION REQUIREMENTS:**

Initial certification: In order to demonstrate competence in this area, candidates must have met the following requirements:

**A. Possess a minimum of eight (8) hours of course work reflecting concepts related to:**

1. Foundations of Family and Consumer Sciences Education (three (3) semester hours);
2. Methods of Teaching Family and Consumer Sciences (three (3) semester hours); and
3. Professional Education Electives (two (2)-three (3) semester hours) including but not limited to competencies dealing with organization, administrative methods, theory, vocational education, curriculum development in vocational education, vocational youth organization techniques, coordination techniques, behavioral management, and/or psychology of the middle level child;

**Total 8-9 Hours**

**B. Subject Matter Expertise** (thirty (30) semester hours) including competencies designed to develop the subject matter birth through grade 12 specified in the Missouri performance competencies pending approval by the State Board of Education; and

**Total 30 Hours**

**C. Complete clinical experiences** in which individuals demonstrate their application of the professional competencies in educational settings under the supervision of a cooperating teacher.

1. Clinical experiences shall include two (2) semester credit hours of field experience prior to completion of an in-depth student teaching experience.
2. Clinical experiences shall include but not be limited to instruction of infants, preschool and/or young children.
3. Clinical experiences shall involve a minimum of ten (10) weeks at school settings at all levels.
4. Clinical experiences shall provide an opportunity to participate in family and consumer sciences professional experiences. (e.g. professional organization meetings and student organization responsibilities).
5. Clinical experience shall involve services to diverse populations, emphasize incorporating world of work applications and community resources and partnerships within the ongoing instructional program.

**Total 12 Hours**

*\*All of these required courses must be a minimum of two (2) semester hours.*

*\*\*Required separate verification on transcript; may be two (2) separate courses.*



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR VOCATIONAL FAMILY AND CONSUMER  
SCIENCES/FAMILY RESOURCE EDUCATOR (BIRTH THROUGH GRADE 12)**

This section of the document contains the technical competencies required of a professional along with general and/or professional education requirements which fulfill these competencies.

**Content Area Requirements**

In order for individuals to teach family and consumer sciences education, birth through grade 12 and those endorsed at the middle/junior high school level, grades 5-9, the Missouri Family and Consumer Sciences Teacher Education Council recommends that certified teachers at the middle/junior high and secondary education levels possess the following technical background in five (5) content areas which would include laboratory experiences. Course work leading to technical competency should meet the following minimum requirements:

<b>Technical Background</b>	<b>Birth through Grade 12 Certification</b>
Human Development and Parenting.....	06 S. H.**
Family and Interpersonal Skills .....	06 S. H.
Nutrition and Wellness .....	06 S. H.
Family and Consumer Resource Management .....	09 S. H.
three (3) hours must be in family and consumer resource management. The remainder can be met through course work in housing and environment and textiles, apparel and fashion.	
Electives in Family and Consumer Sciences..... or related content areas	03 S. H.
<b>Total.....</b>	<b>30 S. H.</b>
Professional Family and Consumer Sciences Requirements (i.e., Foundations three (3), Methods three (3), professional electives two (2))	08 S. H.
<b>TOTAL FOR MAJOR: .....</b>	<b>38 S. H.</b>

\*\* S. H. = Semester hours

Total minimum hours for certification in family and consumer sciences including professional education requirements and family and consumer sciences requirements.

**Grand Total of number of hours:..... 116 S.H.**

See "initial certification" section for further clarification.

Individuals completing vocational family and consumer sciences education certification must possess a minimum of thirty (30) credit hours of course work in family and consumer sciences subject areas plus eight (8) credit hours in family and consumer sciences professional education courses.

**Pre-student Teaching**

The minimum requirement includes thirty (30) contact hours for one (1) semester hour of credit. Pre-student teaching must include a minimum of sixty (60) contact hours representing a variety of educational levels from birth through grade 12. The pre-student teaching may represent separate field experience credit or be an integral part of a credit course. The experience should expose students to a range of human developmental levels.

**Student Teaching**

The minimum requirement involves ten (10) semester hours of credit. The individual participates and applies program competencies at a range of human developmental levels in a variety of educational settings.

# Administrators

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SUPERINTENDENT (GRADES K-12)**

**I. PROFESSIONAL REQUIREMENTS:**

A superintendent's certificate, valid for a period of ten (10) years from the date of issuance, will be issued to applicants meeting the following requirements:

**A. One (1) of the following:**

1. A permanent or professional Missouri certificate of license to teach;

**OR**

1. A baccalaureate degree from a state-approved teacher preparation program;
2. A recommendation from the designated certification official from a state-approved teacher preparation program which is included on the Application for Initial Missouri Teaching Certificate; and
3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification;

**B. Successful completion of the district-level administrator's assessment designated by the State Board of Education;**

**C. Completion of a course in Psychology and/or Education of the Exceptional Child;**

**D. Completion of a two (2)-year graduate program approved by the Department of Elementary and Secondary Education for preparation of the superintendent which shall include knowledge and/or competency in each of the following areas:**

1. Foundations of educational administration;
2. City school administration;
3. School supervision;
4. Curriculum construction;
5. Research and evaluation;
6. School finance;
7. School law;
8. School staff personnel administration;
9. School/community relations; and
10. School plant design and operation; and

**E. A recommendation from the designated certification official from a state-approved educational specialist or advanced degree program for the preparation of superintendent; this must be part of the Application for Superintendent's Certificate.**

**NOTE:** Missouri requires the completion of a two (2)-year graduate program for preparation of the Superintendent from an approved college or university. Missouri also requires the recommendation for certification from the designated recommending official of an approved college or university. This recommendation must be part of the Application for Superintendent's Certificate. Therefore, we are not able to evaluate transcripts for administrative certificates. Completion of all course work and a graduate program must be verified by official transcripts from the college/university.

**II. RENEWAL OF CERTIFICATE:**

The superintendent's certificate may be renewed for ten (10) years by individuals meeting the following requirements:

**A. Five (5) years experience in school administration during the previous ten (10) years; or**

**B. Individuals who do not meet requirement A for renewal of their certificate shall complete a Professional Development Program approved by the Commissioner of Education, which includes graduate courses and/or professional development activities equivalent to six (6) semester hours of graduate credit.**

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ELEMENTARY PRINCIPAL (GRADES K-8)**

**I. PROFESSIONAL REQUIREMENTS:**

A certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

**A. One (1) of the following:**

1. A permanent or professional Missouri certificate of license to teach;

**OR**

1. A baccalaureate degree from a state-approved teacher preparation program;
2. A recommendation from the designated certification official from a state-approved teacher preparation program which is included on the Application for Initial Missouri Teaching Certificate; and
3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification;

**B. A minimum of two (2) years teaching experience approved by the Department of Elementary and Secondary Education;**

**C. Successful completion of the building-level administrator's assessment designated by the State Board of Education;**

**D. Completion of a course in Psychology and Education of the Exceptional Child;**

**E. Completion of a master's degree in educational administration, or in a certifiable area recognized in Missouri, from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;**

**F. Recommendation for certification from the designated official of a college/university approved by the Missouri Department of Elementary and Secondary Education. This recommendation which is included on the Application for Principal Certificate shall be based upon the completion of a planned program for preparation of elementary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the elementary school. The approved graduate credit shall include:**

**1. Specific courses (must be separate graduate courses of at least two (2) semester hours):**

- a. Foundation of educational administration;
- b. Elementary administration;
- c. Elementary curriculum; and
- d. School supervision;

**2. Directed field experiences in elementary administration of at least two (2) semester hours; and**

**3. Knowledge and/or competency in each of the following areas:**

- a. Instructional management systems;
- b. School law;
- c. Teaching/learning processes;
- d. Public relations;
- e. Educational measurements;
- f. Student discipline;
- g. School business and facilities management;
- h. Evaluation of teachers;

- i. Administration and coordination of school activities programs;
- j. Instruction in communication skills (reading, writing, spelling, listening, and speaking);  
and
- k. Administration and coordination of special programs and services.

**NOTE:** Missouri requires the completion of a master's degree with a major emphasis in educational administration from an approved college or university. Missouri also requires the recommendation for certification from the designated recommending official of an approved college or university. This recommendation must be part of the Application for Principal's Certificate. Therefore, we are not able to evaluate transcripts for Administrative certificates. Completion of all course work and a graduate program must be verified by official transcripts from the college/university.

## **II. RENEWAL OF CERTIFICATE:**

The principal's initial certificate may be renewed only one (1) time for five (5) years by earning fifteen (15) graduate semester hours toward a two (2)-year graduate program for elementary principals approved by the Missouri Department of Elementary and Secondary Education. The designated official of the college or university with the approved program shall certify compliance of the requirements. **All requirements for the Advanced Elementary Principal's certificate must be met by the end of the renewal period to upgrade the certificate.**

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ADVANCED ELEMENTARY PRINCIPAL**

**I. ADVANCED CERTIFICATE:**

A certificate, valid for ten (10) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A.** Completion of all the requirements listed under the five (5)-year Initial Certificate requirements for an elementary principal;
- B.** Completion of a two (2)-year graduate program culminating in an educational specialist or doctoral degree with a major emphasis in educational administration for preparation of elementary principals approved by the Missouri Department of Elementary and Secondary Education; and
- C.** Recommendation for certification from the designated official of the college/university based upon completion of the approved two (2)-year graduate program for preparation of elementary principals.

**II. RENEWAL OF ADVANCED CERTIFICATE:**

The advanced certificate may be renewed for ten (10) years by individuals meeting the following requirements:

- A.** A minimum of five (5) years experience in school administration during the previous ten (10) years; or
- B.** Individuals who do not meet requirement A for renewal shall complete a Professional Development Agreement approved by the Commissioner of Education, which includes graduate courses and/or professional development activities equivalent to six (6) hours of graduate credit.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
MIDDLE SCHOOL PRINCIPAL (GRADES 5-9)**

**I. PROFESSIONAL REQUIREMENTS:**

- A.** The principal shall hold a valid Missouri professional elementary or secondary, initial or advanced, principal's certificate;
- B.** The principal shall have a recommendation for certification as a middle school principal from the designated official of the college or university approved to train principals by the Missouri Department of Elementary and Secondary Education. The recommendation shall be based upon the completion of the planned program;
- C.** The principal shall have earned undergraduate or graduate credit as follows:
  - 1.** Methods of Teaching Reading (minimum of five (5) semester hours to include one (1) course in Techniques of Teaching Reading in the Content Fields); and
  - 2.** Methods of Teaching Elementary Mathematics (minimum of two (2) semester hours); and
- D.** The principal shall have completed a planned program of at least six (6) semester hours in education courses focusing on: middle school philosophy, organization, and curriculum; and the intellectual, physiological, emotional and social development of the transescent child (10-14 year-old).

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SECONDARY PRINCIPAL (GRADES 9-12)**

**I. PROFESSIONAL REQUIREMENTS:**

A secondary principal's certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

**A. One (1) of the following:**

1. A permanent or professional Missouri certificate of license to teach;

**OR**

1. A baccalaureate degree from a state-approved teacher preparation program;
  2. A recommendation from the designated certification official from a state-approved teacher preparation program; and
  3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification; and
- B. A minimum of two (2) years teaching experience approved by the Department of Elementary and Secondary Education;**
- C. Successful completion of the building-level administrator's assessment designated by the State Board of Education;**
- D. Completion of a course in Psychology and/or Education of the Exceptional Child;**
- E. Completion of a master's degree in educational administration, or in a certifiable area recognized in Missouri, from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;**
- F. Recommendation for certification from the designated official of a college or university approved by the Missouri Department of Elementary and Secondary Education. This recommendation shall be based upon the completion of a planned program for preparation of secondary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the secondary school. The approved graduate credit shall include;**
1. Specific courses (must be separate graduate courses of at least two (2) semester hours)
    - a. Foundations of educational administration;
    - b. Secondary administration;
    - c. Secondary curriculum; and
    - d. School supervision;
  2. Directed field experiences in secondary administration of at least two (2) semester hours; and
  3. Knowledge and/or competency in each of the following areas:
    - a. Instructional management systems;
    - b. School law;
    - c. Teaching-learning processes;
    - d. Public relations;
    - e. Educational measurements;
    - f. Evaluation of teachers;
    - g. School business and facilities management;
    - h. Philosophy of vocational education;
    - i. Administration and coordination of special programs and service;
    - j. Administration and coordination of school activities programs; and
    - k. Instruction in communication skills (reading, writing, spelling, listening, speaking).



**NOTE:** Missouri requires the completion of a master's degree with a major emphasis in educational administration from an approved college or university. Missouri also requires the recommendation for certification from the designated recommending official of an approved college or university. This recommendation must be part of the Application for Principal's Certificate. Therefore, we are not able to evaluate transcripts for administrative certificates. Completion of all course work and a graduate program must be verified by official transcripts from the college/university.

## **II. RENEWAL OF CERTIFICATE:**

The principals initial certificate may be renewed only one (1) time for five (5) years by earning fifteen (15) graduate semester hours toward a two (2)-year graduate program for secondary principal approved by the Missouri Department of Elementary and Secondary Education. The designated official of the college or university with the approved program shall certify compliance of the requirement. **All requirements for the Advanced Secondary Principal's certificate must be met by the end of the renewal period to upgrade the certificate.**

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ADVANCED SECONDARY PRINCIPAL**

**I. ADVANCED CERTIFICATE:**

A secondary principal advanced certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A.** Completion of all the professional requirements listed under the five (5)-year initial secondary principal certificate;
- B.** Completion of a two (2)-year graduate program culminating in an educational specialist or doctoral degree with a major emphasis in educational administration for preparation of secondary principals approved by the Missouri Department of Elementary and Secondary Education; and
- C.** Recommendation for certification from the designated official of the college or university based upon completion of the approved two (2)-year graduate program for preparation of secondary principals.

**II. RENEWAL OF ADVANCED CERTIFICATE:**

- A.** A minimum of five (5) years experience in school administration during the previous ten (10) years; or
- B.** Individuals who do not meet requirement A for renewal of their certificate shall complete a Professional Development Agreement approved by the Commissioner of Education, which includes graduate courses and/or professional development activities equivalent to six (6) semester hours of graduate credit.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SPECIAL EDUCATION ADMINISTRATOR**

**I. PROFESSIONAL CERTIFICATE:**

A special education administrator certificate, valid for a period of five (5) years from the date of issuance, will be issued to those persons meeting the following requirements:

- A.** Possess or be eligible to possess a Missouri permanent or professional certificate of license to teach in an area of special education;
- B.** Two (2) years of teaching experience approved by the Department of Elementary and Secondary Education;
- C.** Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education;
- D.** All required professional education course work must be completed;
- E.** Completion of a course in Psychology and/or Education of the Exceptional Child (including the Gifted);
- F.** A master's degree in educational administration, special education or a related services field from a college or university approved by the Missouri Department of Elementary and Secondary Education to prepare school administrators; and
- G.** Completion of nine (9) semester hours of graduate course work in special education with two (2) of the nine (9) semester hours focused on special education administration.

**II. RENEWAL OF CERTIFICATE:**

The certificate may be renewed for a ten (10)-year period under the following conditions:

- A.** A minimum of five (5) years experience as a special education administrator during the previous ten (10) years; or
- B.** Persons who have not served at least five (5) years as a full-time special education school administrator during the previous ten (10)-year certification period shall complete a planned program of graduate credit and/or professional development activities, equivalent to six (6) graduate semester hours approved by the Commissioner of Education.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL ADMINISTRATION**

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**VOCATIONAL DIRECTOR – SECONDARY/POSTSECONDARY AND ADULT**

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**I. PROFESSIONAL REQUIREMENTS:**

An Administrator I certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Completion of a master's degree or higher from a state-approved college or university;
- C. A valid Missouri certificate of license to teach in the content areas of secondary education, vocational/technical, and/or student services; and
- D. Two (2) years' full-time teaching experience at grade 7 through adult level approved by Missouri Department of Elementary and Secondary Education or two (2) years of full-time experience at grade 7 through adult level other than teaching.

**II. RENEWAL OF CERTIFICATE:**

The vocational director's initial five (5)-year certificate may be renewed only one (1) time for five (5) years by completing an Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare vocational school administrators. The planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;
- C. Successful completion of the building-level administrator's assessment;
- D. Confirmed attendance at three (3) vocational education conferences;
- E. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least thirty (30) clock hours; and
- F. Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.

**III. PROFESSIONAL REQUIREMENTS:**

An Administrator II certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the criteria for the five (5) year certificate in addition to completing an IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at eight (8) vocational education conferences;
- C. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development, totaling at least sixty (60) clock hours;

- D. Participation in at least two (2) accreditation-evaluations of schools by the North Central Association or Missouri Department of Elementary and Secondary Education evaluation teams; and
- E. Evidence of a minimum of six (6) graduate semester hours toward an advanced degree from a state-approved college or university.

#### **IV. RENEWAL OF CERTIFICATE:**

The ten (10) year certificate may be renewed for ten (10) years by applicants completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. A minimum of five (5) years experience in school administration during the previous ten (10) years;
- C. Confirmed attendance at eight (8) vocational education conferences;
- D. Participation in workshops and/or seminars on general or vocational administration, instructional leadership activities, or curriculum development totaling at least sixty (60) clock hours;
- E. Participation in at least two (2) accreditation-evaluations of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams;
- F. Completion of an advanced degree; and
- G. Individuals who do not meet requirement E for renewal of their certificate shall complete a Professional Development Agreement approved by the Assistant Commissioner of Vocational and Adult Education that includes graduate courses and/or professional development activities equivalent to nine (9) semester hours of graduate credit.

# Student Services

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ELEMENTARY COUNSELOR (GRADES K-8)**

**I. PROFESSIONAL REQUIREMENTS:**

An elementary counselor's professional certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** Recommendation for certification from the designated official of a college or university approved to train elementary school counselors by the Missouri Department of Elementary and Secondary Education; and
- B.** The applicant must possess either:
  - 1.** Completion of a master's degree with a major emphasis in guidance and counseling from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education based upon the completion of a planned program of at least twenty-four (24) semester hours of approved graduate credit in courses in guidance and counseling with at least twelve (12) semester hours focused upon guidance in the elementary schools:
    - a.** Complete one (1) course in each of the following areas:
      - 1)** \*Orientation to the Personal and Professional Development in Counseling;
      - 2)** \*Foundation of Elementary and Secondary School Guidance;
      - 3)** \*Theories and Techniques of Elementary and Secondary School Counseling;
      - 4)** \*Analysis of the Elementary School Child and School Learning Problems;
      - 5)** \*Theories and Techniques of Group Counseling; or
      - 6)** \*Practicum in Counseling;
    - b.** Supervised Practice in an Elementary School Guidance Program for at least three (3) semester hours; and
    - c.** Knowledge and/or competency in each of the following areas:
      - 1)** Theories of human development;
      - 2)** Theories of learning;
      - 3)** Theories of personality;
      - 4)** Theories of career development;
      - 5)** Assessment materials and techniques;
      - 6)** Administration and interpretation of individual intelligence tests;
      - 7)** Analysis of school adjustment and classroom climate;
      - 8)** Utilization of information services and community resources;
      - 9)** Research methods and statistics;
      - 10)** Consulting with parents and staff;
      - 11)** Development of positive mental health in the school environment;
      - 12)** Process of staffing with other professionals to develop instruction strategies;
      - 13)** Program development including needs assessment, implementation, evaluation;
      - 14)** Time management with attention to priority setting for goals and objectives; or
      - 15)** Professional organization and ethical standards;

**OR**

- 2.** A master's degree or higher degree in school counseling or counseling or counseling psychology; and additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting; and

*\*Must be a separate graduate course of at least three (3) semester hours.*

**C.** The applicant must either:

1. Possess a bachelor's degree in education from a state-approved teacher preparation program;

**OR**

2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of a state-approved program; and

**D.** Must achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education, not to include the principles of learning and teaching.

## **II. RENEWAL OF CERTIFICATE:**

The elementary counselor's certificate may be renewed every five (5) years by persons meeting the following requirements:

- A.** Written request for renewal of the certificate of license to teach;
- B.** Verification of two (2) years experience as a school counselor, in a school setting;
- C.** Documentation of attendance at three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for elementary counselors; and
- D.** Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for elementary counselors; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for elementary counselors.

Persons who do not meet the above requirements for renewal of their certificate shall complete graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SECONDARY COUNSELOR (GRADES 7-12)**

**I. PROFESSIONAL REQUIREMENTS:**

A secondary counselor's professional certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

**A.** Recommendation for certification from the designated official of a college or university approved to train secondary school counselors by the Department of Elementary and Secondary Education.

**B.** The applicant must possess either:

**1.** Completion of a master's degree with a major emphasis in guidance and counseling from a college or university meeting approval of the Department of Elementary and Secondary Education based upon the completion of a planned program of at least twenty-four (24) semester hours of approved graduate credit in courses in guidance and counseling with at least twelve (12) semester hours focused upon guidance in the secondary schools.

**a.** Complete one (1) course in each of the following areas:

- 1)** \*Orientation to the Personal and Professional Development in Counseling;
- 2)** \*Foundations of Elementary and Secondary School Guidance;
- 3)** \*Theories and Techniques of Elementary and Secondary School Counseling;
- 4)** \*Theories and Techniques of Group Counseling; and
- 5)** \*Practicum in Counseling;

**b.** Supervised practice in a Secondary School Guidance Program for at least three (3) semester hours; and

**c.** Knowledge and/or competency in each of the following areas:

- 1)** Theories of human development;
- 2)** Theories of learning;
- 3)** Theories of personality;
- 4)** Theories of career development;
- 5)** Assessment materials and techniques;
- 6)** Administration and interpretation of individual intelligence tests;
- 7)** Analysis of school learning and school adjustment;
- 8)** Utilization of information services and community resources;
- 9)** Research methods and statistics;
- 10)** Consulting with parents and staff;
- 11)** Development of positive mental health in the school environment;
- 12)** Process of staffing with other professionals to develop instruction strategies;
- 13)** Program development including needs assessment, implementation, evaluation;
- 14)** Time management with attention to priority setting for goals and objectives; and
- 15)** Professional organization and ethical standards;

**OR**

**2.** A master's degree or higher degree in school counseling or counseling or counseling psychology; and additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting.

**C.** The applicant must either:

**1.** Possess a bachelor's degree in education from a state-approved teacher preparation program; or

*\*Must be a separate course of at least three (3) semester hours.*

2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of a state-approved program; and
- D. Must achieve a score equal to or greater than the Missouri qualifying score on the assessments designated by the State Board of Education not to include the principles of learning and teaching.

## **II. RENEWAL OF CERTIFICATE:**

The secondary counselor's certificate may be renewed each five (5) years by persons meeting the following requirements:

- A. Written request for renewal of the certificate of license to teach;
- B. Verification of two (2) years experience in counseling during the previous five (5) years;
- C. Documentation of three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for secondary counselors; and
- D. Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for elementary counselors; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for secondary counselors.

Persons who do not meet the above requirements for renewal of their certificate shall complete graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ADVANCED COUNSELOR**

**I. PROFESSIONAL REQUIREMENTS:**

A school counselor's advanced certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** Completion of the requirements under the initial Elementary or Secondary Counselor's Certificate;
- B.** Recommendation for certification from the designated official of the college or university with an approved program;
- C.** Completion of a planned program of at least thirty (30) semester hours of approved graduate credit culminating in a specialist or doctoral degree with a major emphasis in guidance and counseling from a Missouri Department of Elementary and Secondary Education approved program that includes the following:
  - 1.** Successfully completed one (1) course in each of the following areas:
    - a.** Advanced Theories and Techniques of Counseling;
    - b.** Advanced Practicum;
    - c.** Practicum in Group Counseling;
    - d.** Advanced Educational and Psychological Assessment; and
    - e.** Advanced Research and Statistics; and
  - 2.** Knowledge and/or competency in each of the following areas:
    - a.** Intervention skills to provide preventive and remedial activities for growth and development of students;
    - b.** Systems theory relating to family, school, and community;
    - c.** Facilities, equipment, funding for guidance programs; and
    - d.** Legal rights and laws relating to guidance programs; and
- D.** Must achieve a score equal to or greater than the Missouri qualifying score on the assessments designated by the State Board of Education, not to include the principles of learning and teaching.

**II. RENEWAL OF CERTIFICATE:**

The school counselor advanced certificate may be renewed for ten (10) years by persons meeting the following requirements:

- A.** Written request for renewal on the certificate of license to teach;
- B.** Verification of two (2) years experience in school counseling during the previous ten (10) years;
- C.** Documentation of attendance at three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for school counselors; and
- D.** Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for elementary counselors; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for school counselors.

Persons who do not meet the above requirements for renewal of their certificate shall complete graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SCHOOL PSYCHOLOGICAL EXAMINER'S CERTIFICATE**

**I. PROFESSIONAL REQUIREMENTS:**

The school psychological examiner's certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** Completion of a master's degree from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education in one (1) of the following areas:
  - 1. Counseling Psychology;
  - 2. Educational Psychology;
  - 3. Guidance and Counseling; and
  - 4. Education;
- B.** Recommendation for certification from the designated official of a college or university approved to train elementary and secondary counselors by the Missouri Department of Elementary and Secondary Education;
- C.** Completion of a course in Psychology and/or Education of the Exceptional Child for a minimum of two (2) semester hours;
- D.** A minimum of twenty-four (24) semester hours of professional preparation at the graduate level with competencies demonstrated in all areas listed to the satisfaction of a college or university meeting approval of the Missouri Department of Elementary and Secondary Education, including a supervised internship or field experience in school psychological assessment of at least one hundred fifty (150) hours in an appropriate school setting:

**Courses Areas**

- 1. \*Psychological Development: child, adolescent, or developmental psychology;
- 2. \*Psychology of Education;
- 3. \*Statistical methods;
- 4. \*Mental Hygiene or Psychology of Personality;
- 5. \*Psychological Tests and Measures for the Analysis of Student Performance;
- 6. \*Individual Intelligence Tests;
- 7. \*Individual Diagnostic Assessment (other than the Wechsler and Binet); and
- 8. \*Supervised practicum of at least one hundred fifty (150) hours in an educational or clinical setting with children and youth of school age in the administration and interpretation of individual intelligence tests, formal and informal diagnostic procedures and the application of the information to develop instructional strategies.

**Competencies**

- 1. Methods and/or techniques of interpretation of tests;
  - 2. Analysis and diagnosis of learning problems including special consideration of low incidence populations;
  - 3. Interpretation of formal and informal diagnostic assessments and their application for prescriptive instruction;
  - 4. Utilization of knowledge of classroom environment, psychological principles, and test data to plan for management of special needs children;
  - 5. Diagnostic interviewing techniques;
  - 6. Process of staffing with other professionals to develop instructional strategies; and
  - 7. Administration and interpretation of the Wechsler and Binet.
- E.** Must achieve a score equal to or greater than the Missouri qualifying score on the assessments designated by the State Board of Education, not to include the principles of learning and teaching.

*\*Must be separate graduate course of at least three (3) semester hours.*

## **II. RENEWAL OF CERTIFICATE:**

The school psychological examiner's certificate may be renewed each five (5) years by persons meeting the following requirements:

- A.** Written request for renewal of the certificate of license to teach;
- B.** Verification of two (2) years experience as a school psychological examiner during the previous five (5) years;
- C.** Documentation of three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for a school psychological examiner; and
- D.** Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for elementary counselors; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for a school psychological examiner.

Persons who do not meet the above requirements for renewal of their certificate shall graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SCHOOL PSYCHOLOGIST**

**I. PROFESSIONAL REQUIREMENTS:**

The school psychologist certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** Completion of a master's or a more advanced degree with a major emphasis in school psychology from a university meeting approval of the Missouri Department of Elementary and Secondary Education;
- B.** Recommendation for certification from the designated official of the university approved to train school psychologists by the Missouri Department of Elementary and Secondary Education;
- C.** A minimum of sixty (60) semester hours of professional preparation at the graduate level with competencies demonstrated in all areas listed to the satisfaction of a university meeting approval of the Missouri Department of Elementary and Secondary Education:

**Course Areas:** Must be separate graduate course of at least three (3) semester hours:

- 1. Child Psychological Development;
- 2. Adolescent Psychological Development;
- 3. Psychology of Education;
- 4. Statistical Methods;
- 5. Psychology of Personality;
- 6. Psychological Tests and Measurement;
- 7. Group Diagnostic Assessment of Cognitive Abilities;
- 8. Individual Intelligence Testing;
- 9. Individual Diagnostic Assessment (other than the Wechsler and Binet);
- 10. Psychology of Learning;
- 11. Psychology of Abnormal Behavior;
- 12. Theories of Counseling;
- 13. Theories and Techniques of Counseling with Children and Adolescents;
- 14. Theories and Techniques of Behavioral Management; and
- 15. Supervised practicum totaling four hundred (400) clock hours in educational and clinical settings with children and youth of school age in the administration and interpretation of individual assessment, formal and informal diagnostic procedures, and the application of such information to develop remediation and instructional strategies. At least one-half (1/2) of the supervised practicum must be completed in a school setting;

**Competencies:**

- 1. Methods and/or techniques of interpretation of tests;
- 2. Analysis and diagnosis of learning problems including special consideration of low-incidence populations;
- 3. Interpretation of formal and informal diagnostic assessments and their application for prescriptive instruction;
- 4. Utilization of knowledge of classroom environment, psychological principles, and test data to plan for management of special needs children;
- 5. Diagnostic interviewing techniques;
- 6. Process of staffing with other professionals to develop instructional strategies;
- 7. Administration and interpretation of individual assessment instruments;
- 8. Demonstrated an understanding of ethical and legal issues in the practices of psychology in the schools;
- 9. Demonstrated the ability to incorporate assessment results into a written report which is useful in the educational process;
- 10. Ability to effect improvements in psychological and educational functioning of children through direct intervention procedures;
- 11. Demonstrated knowledge and skills in the academic and behavioral management of pupils in a classroom learning situation;

12. Demonstrated understanding and attitudinal support of the role of the classroom teacher in the educational system; and
13. Demonstrated the ability to function effectively as a team member in developing individualized educational plans; and

**Competencies numbered eleven (11), twelve (12), and thirteen (13) must be satisfied by:**

1. Holding a valid Missouri teaching certificate and completing two (2) years of teaching experience;

**OR**

2. Completing a planned program designed to achieve these criteria as a part of an approved graduate degree program in school psychology. If the training university wishes to qualify students for these criteria under this option (2), it must submit its plan to the Missouri Department of Elementary and Secondary Education for approval. To be approved, the plan must include a supervised internship, which is equivalent to one (1) academic year, in an educational setting. Primary responsibilities should include:
  - a. Assessment and interpretation of the intellectual, social, and emotional development of children and youth;
  - b. Identification and educational programming of exceptional students;
  - c. Diagnosis and remediation of motivational, learning, social, and emotional difficulties; and
  - d. At least thirty (30) clock hours of direct involvement in classroom instruction and management under the supervision of a classroom teacher.
- D. Must achieve a score equal to or greater than the Missouri qualifying score on the assessments designated by the State Board of Education, not to include the principles of learning and teaching.

**II. RENEWAL OF CERTIFICATE:**

The school psychologist's certificate may be renewed each five (5) years by persons meeting the following requirements:

- A. Written request for renewal of the certificate of license to teach;
- B. Verification of two (2) years experience as a school psychological examiner during the previous five (5) years;
- C. Documentation of attendance at least three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for a school psychologist; and
- D. Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for school psychologists; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for a school psychologist.

Persons who do not meet the above requirements for renewal of their certificate shall complete graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL STUDENT SERVICES**

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**ADULT EDUCATION SUPERVISOR – SECONDARY/POSTSECONDARY AND ADULT**

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**I. PROFESSIONAL REQUIREMENTS:**

The vocational adult education supervisor I certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.
- B. Completion of a baccalaureate degree or higher from a state approved four (4)-year college/university.

**II. RENEWAL OF CERTIFICATE:**

The vocational adult education supervisor I initial five (5) year certificate may be renewed only one (1) time for five (5) years by completing the Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare vocational adult education supervisors. The planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;
- B. Confirmed attendance at three (3) vocational education conferences;
- C. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours; and
- D. Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.

**III. PROFESSIONAL REQUIREMENTS:**

The vocational adult education supervisor II certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the criteria for the five (5) year certification in addition to completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. Confirmed attendance at eight (8) vocational education conferences;
- B. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours; and
- C. Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.

**IV. RENEWAL OF CERTIFICATE:**

The ten (10) year vocational adult education supervisor II certificate may be renewed for ten (10) years by applicants completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. A minimum of five (5) years experience in school supervision during the previous ten (10) years;
- B. Confirmed attendance at eight (8) vocational education conferences;



- C.** Participation in workshops and/or seminars on adult or vocational administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours. Credit workshops and seminars counted under item E below cannot be included;
- D.** Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams; and
- E.** Completion of graduate-level college course work of at least two (2) semester hours in areas related to adult vocational education.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL STUDENT SERVICES**

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**POSTSECONDARY VOCATIONAL COUNSELOR – POSTSECONDARY AND ADULT**

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**I. PROFESSIONAL REQUIREMENTS:**

A postsecondary vocational counselor certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** A minimum of two (2) years of full-time teaching and/or counseling experience; and
- C.** Completion of a minimum of a master's degree from an accredited institution in one (1) of the following areas: School Counseling, Rehabilitation Counseling, or Educational and Counseling Psychology.

**II. RENEWAL OF CERTIFICATE:**

Requirements for Renewal of Certificate: A postsecondary vocational counselor certificate may be issued for ten (10) years, and may be renewed (unlimited renewals) by those persons meeting the following requirements:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Two (2) years experience in counseling at the postsecondary level during the previous five (5) years;
- C.** Successful completion of a course in vocational education; if not taken as part of the master's program;
- D.** Confirmed attendance at eight (8) vocational education meetings; and
- E.** Completion of one (1) of the two (2) following requirements:
  - 1.** At least eight (8) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for Postsecondary counselors servicing individuals enrolled in vocational education; or
  - 2.** Completion of graduate level college course work of at least six (6) semester hours in areas appropriate for postsecondary counselors.

**NOTE:** This certificate cannot be used in an elementary or secondary school, or in a vocational school serving secondary students. This certificate is not meant to take the place of the regular Missouri Counselor certificate and cannot be used to meet the standards set by the Missouri School Improvement Program.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL STUDENT SERVICES**

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**VOCATIONAL PLACEMENT COORDINATOR –SECONDARY/POSTSECDNARY AND ADULT**

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**I. FIVE (5)-YEAR CERTIFICATE (NON-RENEWABLE):**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B.** Individuals shall be certified as a counselor; or
- C.** Be certified as a vocational teacher.

**II. TEN (10)-YEAR CERTIFICATE REQUIREMENTS (RENEWABLE):**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals shall be certified as a counselor or in a vocational-technical area;
- C.** Two (2) years experience as a job placement coordinator during the previous five (5) years;
- D.** Successful completion of a course in vocational education if not taken as part of the master's program: and
- E.** Confirmed attendance at eight (8) vocational education conferences.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL STUDENT SERVICES**

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**VOCATIONAL EVALUATOR – SECONDARY/POSTSECONDARY AND ADULT**

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**I. FIVE (5)-YEAR CERTIFICATE (NON-RENEWABLE):**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Degree Required: Master's with an emphasis in Vocational Evaluation, Counseling, or a closely related area.

**OR**

Bachelor's in rehabilitation services with an emphasis in Vocational Evaluation.

**II. TEN (10)-YEAR CERTIFICATE (RENEWABLE):**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Degree Required: Master's with an emphasis in Vocational Evaluation, Counseling, or a closely related area.

**OR**

Bachelor's in rehabilitation services with an emphasis in Vocational Evaluation.

**AND**

Twenty-four (24) months of full-time employment as a Vocational Evaluator.

**C. COURSE WORK:**

- 1. Standardized Testing.
- 2. Occupational Information or Job Analysis.
- 3. Two (2) courses with a primary focus in at least one (1) of the following content areas:
  - a. Philosophy and Process of Vocational Evaluation and Assessment;
  - b. Individualized Vocational Evaluation Planning;
  - c. Vocational Evaluation Report Development and Communication;
  - d. Work Samples and Systems;
  - e. Situational and Community-Based Assessment;
  - f. Behavioral Observation;
  - g. Functional Aspects of Disability;
  - h. Vocational Interviewing;
  - i. Assessment of Learning;
  - j. Functional Skills and Assessment; and/or
  - k. Modifications and Accommodations.

- NOTES:**
- 1. Use the application for Missouri Vocational Certificate to apply for a Vocational Evaluator Certificate.
  - 2. The application must be filled out completely and accompanied by transcripts showing degrees earned and course work.
  - 3. Requests for certification should be sent to the Department of Elementary and Secondary Education, Vocational Certification, P.O. Box 480, Jefferson City, Missouri 65102.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
VOCATIONAL STUDENT SERVICES**

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**CONTENT AREAS**

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**Standardized Testing**

Course work on standardized testing (previously referred to as psychometric testing) provides an orientation to testing and measurement principles such as norms, reliability and validity. Content would encompass the use of standardized tests of achievement (e.g., reading and math), aptitudes (e.g., intelligence, dexterity), and spatial, mechanical or clerical skills. Acceptable courses might have titles such as Psychological (or Educational) Tests and Measurements, Rehabilitation Assessment (or Evaluation), Measurement and Evaluation in Rehabilitation, or Individual Appraisal. However, the course specifically geared to the use of standardized commercial work samples or vocational evaluation systems would not qualify.

**Occupational Information**

In rehabilitation curricula, occupational information is often combined with job analysis and/or placement course content. Titles used may include Job (or Occupational) Analysis and Placement, Occupational Resources and Disability, and World of Work Resources. In educational curricula, it is often found in courses with titles that emphasize career education, career development and career exploration. However, the course content should reflect the areas required under Occupational Information, Essential Knowledge and Performance Area as described in Section 5.

**Job Analysis**

Information in the area of job analysis is often included in courses that also cover occupational information and/or placement techniques. However, course content related to job analysis deals with how to collect detailed information required in books such as A Guide to Job Analysis (U.S. Department of Labor). Job analysis can be found in courses in rehabilitation and education (e.g. some vocational education courses), industrial engineering, and human resource development curricula. Acceptable content must relate directly to conducting job analyses and not simply to general occupational information or placement strategies.

**Philosophy and Process of Vocational Evaluation and Assessment**

Information related to vocational evaluation process and philosophy is most often found in overview courses offered through rehabilitation counseling, evaluation, placement, rehabilitation services, and education programs (e.g., vocational education, special education, special needs, educational counseling, and guidance). Acceptable course titles reflecting this content include, but are not limited to: Introduction to Vocational Evaluation (or Evaluation Assessment), the Vocational Evaluation (or Evaluation Assessment) Process, and Overview to Vocational Evaluation (or Evaluation Assessment).

**Individualized Vocational Evaluation Planning**

Vocational evaluation planning is usually part of one (1) or more vocational evaluation or assessment courses and is rarely found in course work outside this field. Individuals are taught how to use information on evaluatees as part of the planning process for choosing appropriate instruments and techniques as well as determining the order of their application. Introductory or advanced courses may be used to teach the skill and practicum used to provide opportunities to apply and gain experience with the various instruments and techniques.

**Report Development and Communication**

Courses in this area address the skills needed to synthesize, analyze, and interpret data. In addition, techniques for sharing data with clients, their families, and professionals, with emphasis on writing vocational evaluation and assessment reports, staffing, counseling sessions, and expert testimony are covered. Introductory as well as advanced courses in vocational evaluation and assessment most often contain this subject matter. This would not include course work in writing psychological profiles or reports, case or progress notes, rehabilitation or education plans, social or family histories, or basic writing.

**Work Samples and Systems**

Courses dealing with work samples and work samples systems are rarely found outside of vocational evaluation and assessment curricula. Some courses on standardized testing within the rehabilitation field and some education programs may have a section on work samples and systems. However, these do not

normally provide sufficient coverage to be acceptable here. As with the other areas, work samples and systems may be taught in a lecture course and used in a practicum.

### **Situation Assessment**

Although situational assessment procedures are usually taught as part of vocational evaluation and assessment courses; they can also be found in course work on supported employment and community-based assessment. Again, content may be divided among several courses, so the applicant must ensure that the desired information is documented in the titles, catalog descriptions or course syllabi.

### **Behavioral Observation**

Course content in behavioral observation procedures should focus on behavioral notation and interpretation processes as well as other behavioral observation techniques (e.g., point sampling, time sampling). Rehabilitation, psychology, education and related human service curricula may teach behavioral observation as a complete course or part of one.

### **Functional Aspects of Disability**

Courses in functional aspects provide information on the medical, psychological and/or psychosocial aspects of disabling conditions. Courses such as Medical Aspects of Disability, Psychological (or Psychosocial) Aspects of Disability, Functional Aspects of Disabling Conditions, Overview to Disabilities in Special Education, and Exceptionalities in Special Education could be used to meet this requirement.

### **Vocational Interviewing**

Skills in vocational interviewing are often taught at the beginning of a counseling course, as a major part of facilitation course, or as the primary focus of an interviewing course. Content should cover interviewing purposes, techniques and forms, with attention given to vocational evaluation (or assessment) or an experience-based practicum with a lecture component. Content in this area is often covered under several different courses (e.g., lectures on interviewing in an introductory course and hands-on experience in a practicum).

### **Assessment of Learning**

Basic knowledge of learning theories and their application through standardized tests and applied techniques (e.g., modifying instructional styles on work samples or during situational assessments) is the primary focus of this area. The information is often included as part of a course in education (e.g., educational psychology, special education, adult education, vocational education) or psychology. Course titles, catalogue descriptions, or course syllabi must reflect the nature and scope of content related to learning styles assessment procedures.

### **Functional Skills Assessment**

There are a number of courses in rehabilitation, education, psychology and occupational or recreational therapy that address the basic functional skills needed to live and work as independently as possible. However, the focus here is on determining what a person currently has and needs. Evaluation and assessment are the key words that should describe the content of a course related to this Knowledge and Performance area. The standardized tests, scales, questionnaires and inventories, together with more situationally based techniques (e.g., interviews, observations), that are used to assess functional skills should be addressed in the course content to make it acceptable.

### **Modification and Accommodation**

Course work on modification and accommodation techniques should focus on the modification, accommodation, accessibility or compensatory needs of individuals required to improve their functioning and independence in classrooms, job sites, activities of daily living, and independent living skills (e.g., consumer skills, memory, academics, recreation, transportation) and increase their physical activity. Courses in adaptive physical education, classroom accommodation, assistive technology, occupational and physical therapy, ergonomics, and rehabilitation engineering that specifically address the content of the Knowledge and Performance area will be considered for acceptance.

These descriptions are taken from the Standards and Procedures Manual for Certification in Vocational Evaluation, Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CC WAVES).

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR A  
VOCATIONAL STUDENT SERVICES CERTIFICATE**

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**VOCATIONAL SPECIAL NEEDS – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL FIVE (5)-YEAR CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Completion of a baccalaureate degree or higher from a state approved four (4)-year college/university; and
- C.** A valid Missouri certificate of license to teach in one (1) of the following areas: Elementary School, Middle School, Math (grades 7-12), English (grades 7-12), Industrial Arts, Counseling, any Special Education teaching certificate or any vocational teaching certificate.

**II. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

- A.** The Vocational Special Needs initial five (5)-year certificate may be renewed only one (1) time for five (5) years:
  - 1.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
  - 2.** Participate in a district mentor program during the first year;
  - 3.** Attend and complete the Vocational Special Needs “New Teacher Workshop” in the first two (2)-years of employment;
  - 4.** Complete six (6) hours of credit in Psychology of the Exceptional Child (three (3) hours) and Methods of Teaching Course (specific or appropriate disability area) or Methods in Vocational Education for Disabled Students (three (3) hours);
  - 5.** Evidence of attendance at three (3) vocational education conferences; and
  - 6.** Participation in workshops and/or seminars on general vocational education, instructional activities, curriculum development, and must include two (2) Division of Special Education professional development training modules. Participation should total at least twenty (20) clock hours.

**III. INITIAL TEN (10)-YEAR CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** A minimum of five-years experience in Vocational Special Needs during the previous ten (10) years;
- C.** Confirmed attendance at eight (8) vocational education conferences;
- D.** Complete a minimum of six (6) hours of professional vocational education or special education course work; and
- E.** Participation in workshops and/or seminars on general vocational education, instructional activities, curriculum development, and must include four (4) Division of Special Education professional development training modules. Participation should total at least sixty (60) clock hours.

#### **IV. RENEWAL FOR TEN (10)-YEAR CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** A minimum of five (5) years experience in Vocational Special Needs during the previous ten (10) years;
- C.** Confirmed attendance at eight (8) vocational education conferences;
- D.** Complete a minimum of six (6) hours of professional vocational education or special education course work; and
- E.** Participation in workshops and/or seminars on general vocational education, instructional activities, curriculum development, and must include four (4) Division of Special Education professional development training modules. Participation should total at least sixty (60) clock hours.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
SPEECH AND LANGUAGE PATHOLOGIST (BIRTH THROUGH GRADE 12)**

**I. GENERAL REQUIREMENTS:**

- A. Possess a masters degree in speech pathology from a college or university having a teacher education program approved by the Department of Elementary and Secondary Education or from a college or university having a teacher education program approved by the state education agency in states other than Missouri;
- B. Must have recommendation of designated official for teacher education in the college or university;
- C. Must have a grade point average of 2.5 on a 4.0 scale overall and in the major area of study;
- D. Complete the PRAXIS II Specialty Area Test titled Speech-Language Pathology designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score; and
- E. Completion of professional requirements as determined by the recommending college or university, which may exceed these minimum requirements.

**II. PROFESSIONAL REQUIREMENTS** (Minimum requirement of eighteen (18) semester hours):

**A. Foundations of Teaching:**

- 1. Foundations of Education;
- 2. Child Psychology or Child Growth and Development;
- 3. Adolescent Psychology;
- 4. Counseling Techniques;
- 5. School Organization and Management; and
- 6. Psychology and/or Education of the Exceptional Child (including the Gifted).

**III. SPECIFIC PROFESSIONAL REQUIREMENTS** (Minimum requirement of sixty (60) semester hours):

**A. Basic Communication Processes** (Minimum requirement of twelve (12) semester hours):

- 1. Anatomic and Physiologic Bases of Speech, Language, and Hearing (two (2) semester hours);
- 2. Physical Bases of Speech, Language and Hearing (two (2) semester hours);
- 3. Linguistic and Psychological Variables related to normal development and use of Speech, Language, and Hearing (two (2) semester hours); and
- 4. Electives from 1, 2, and 3 above (six (6) semester hours);

**B. Professional Course Content in Speech Pathology** (Minimum requirement of thirty-six (36) semester hours):

- 1. Language Disorders (six (6) semester hours);
- 2. Audiology, Speech Science or related minor fields (six (6) semester hours);
- 3. Linguistics (two (2) semester hours);
- 4. Teaching of Reading (two (2) semester hours); and
- 5. Electives in Speech Pathology and Supplementary Areas (twenty (20) semester hours); and

**C. Clinical Practicum** (three hundred (300) total clock hours amounting to twelve (12) semester hours):

- 1. Evaluation: Speech disorders in children (minimum of twenty (20) clock hours);
- 2. Evaluation: Speech disorders in adults (minimum of twenty (20) clock hours);

3. Evaluation: Language disorders in children (minimum of twenty (20) clock hours);
4. Evaluation: Language disorders in adults (minimum of twenty (20) clock hours);
5. Treatment: Speech disorders in children (minimum of twenty (20) clock hours);
6. Treatment: Speech disorders in adults (minimum of twenty (20) clock hours);
7. Treatment: Language disorders in children (minimum of twenty (20) clock hours);
8. Treatment: Language disorders in adults (minimum of twenty (20) clock hours); and
9. Audiology: thirty-five (35) clock hours with a minimum of
  - a. Fifteen (15) clock hours in evaluation/screening; and
  - b. Fifteen (15) clock hours in habilitation/rehabilitation.

**OR**

**IV. PROFESSIONAL REQUIREMENTS:**

A student services certificate of license to teach as a speech-language pathologist valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

- A. Possess a master's or higher degree from a state-approved program for speech-language pathologists;
- B. Possess a valid, unencumbered, undisciplined Missouri license as a Speech-Language Pathologist from the Missouri Board of Registration for the Healing Arts; and
- C. Complete the PRAXIS II Specialty Area Test titled Speech-Language Pathology designated by the State Board of Education with a score equal to or greater than the Missouri qualifying score.

**V. RENEWAL OF CERTIFICATE:**

The speech language pathologist student services certificate may be renewed every five (5) years by persons meeting the following requirements:

- A. Written request for renewal of the certificate of license to teach; and
- B. Verification of valid unencumbered, undisciplined Missouri license as a Speech-Language Pathologist from the Missouri Board of Registration for the Healing Arts.

# Vocational-Technical

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ROTC (GRADES 9-12)**

**I. VOCATIONAL I:**

A Vocational I certificate of license to teach may be issued and is valid for a period of two (2) years by completing the following requirements:

- A. Joint application with a Missouri school district;
- B. \*Psychology and/or education of the exceptional child (including the gifted); and
- C. A notarized letter from the appropriate branch of armed services indicating applicant is on the approved list of Junior ROTC instructors.

**II. RENEWAL REQUIREMENTS OF VOCATIONAL I:**

A certificate, valid for a period of two (2) years from the effective date of the certificate and may be renewed by meeting the following requirements:

- A. Meet the requirements for a Vocational I; and
- B. \*\*Earn a minimum of eight (8) semester hours from a state-approved college or university during the valid dates of the certificate.

**III. VOCATIONAL II:**

A Vocational II certificate of license to teach may be issued and is valid for a period of five (5) years by completing the following requirements:

- A. Joint application with a Missouri school district;
- B. Baccalaureate degree from a state-approved college or university;
- C. \*Psychology and/or education of the exceptional child (including the gifted); and
- D. A notarized letter from the appropriate branch of armed services indicating applicant is on the approved list of Junior ROTC instructors.

**IV. RENEWAL REQUIREMENTS OF VOCATIONAL II:**

A certificate, valid for a period of five (5) years from the effective date of the certificate and may be renewed by meeting the following requirements:

- A. Meet the requirements for a Vocational II.
- B. \*\*Earn a minimum of eight (8) semester hours from a state approved college or university during the active dates of the certificate.

*\*Must be a minimum of two (2) semester hours.*

*\*\*Four (4) of the eight (8) semester hours may be waived for military schooling or training taken after certification. One (1) semester hour of college credit may be waived by the Department of Elementary and Secondary Education for each week of military schooling or training by the Armed Services for ROTC instructors. Official Armed Services verification of military schooling or training shall be supplied to the Department of Elementary and Secondary Education by the teacher requesting renewal of the certificate.*

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR AGRICULTURAL  
VOCATIONAL TEACHING CERTIFICATE**

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**AGRICULTURAL SPECIALTY AREAS – POSTSECONDARY AND ADULT**

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**I. INITIAL FIVE (5)-YEAR CERTIFICATE:**

**A. GENERAL REQUIREMENTS:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
2. Baccalaureate Degree in Specialty Areas; and
3. Three (3) years work experience in the specialty area; and

**B. PROFESSIONAL REQUIREMENTS:**

1. Vocational Education – Eight (8) semester hours minimum:
  - a. Program Development
  - b. Curriculum Construction
  - c. Teaching Methods

**II. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B. Five (5)-year certificate is renewable upon verification of eight (8) additional hours completed in vocational education.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR BUSINESS EDUCATION  
VOCATIONAL TEACHING CERTIFICATE**

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**VOCATIONAL BUSINESS EDUCATION – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree in a business related major (accounting, finance, management, computer science, administrative office systems, etc.); and
- C. One thousand (1,000) hours of directly related occupational (non-teaching) experience.

**II. RENEWAL FOR A TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B. A two (2)-year certificate may be reissued one (1) time for a maximum of four (4) years based upon evidence of progress toward the completion of the professional education course and/or occupational work hours required for a five (5)-year certificate.

**III. INITIAL FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree in a business related major (accounting, finance, management, computer science, administrative office systems, etc.);
- C. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
- D. Completion of one (1) of the following professional vocational education courses: vocational philosophy, vocational guidance, occupational analysis or adult education.

**IV. RENEWAL FOR A FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B. A five (5)-year certificate may be renewed upon confirmed attendance at three (3) vocational education conferences during the five (5)-year period. Attendance records are kept on file in the state business education section office.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR BUSINESS EDUCATION  
VOCATIONAL TEACHING CERTIFICATE**

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**VOCATIONAL BUSINESS EDUCATION – SECONDARY  
VOCATIONAL BUSINESS EDUCATION, WITH COOP – SECONDARY  
ACCOUNTING – SECONDARY  
GENERAL OFFICE AND INFORMATION PROCESSING – SECONDARY**

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**I. INITIAL TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements; and
3. One thousand (1,000) hours of directly related occupational non-teaching experience; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate or associate degree in a business-related major;
3. One thousand (1,000) hours of directly related occupational non-teaching experience; and
4. Evidence of successful completion of the Missouri New Teacher Institute (NTI).

- C.** A Supervised Business Experience (SBE) Coordinator for business occupations must complete a coordination procedures course.

**II. RENEWAL FOR A TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B.** Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five (5)-year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

**III. INITIAL FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
4. Evidence of successful completion of three (3) semester hours of the course, "Implementing Vocational Business Education Programs"; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in a business-related major;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;

4. Evidence of successful completion of the Missouri New Teacher Institute (NTI); and
5. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
  - a. Methods of Teaching Business Education;
  - b. Curriculum Development for Business Education; and
  - c. Implementing Vocational Business Education Programs; or

**IV. RENEWAL FOR A FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B. Attend three (3) vocational business education conferences during the five (5)-year period. Attendance records are kept on file in the state office.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR BUSINESS EDUCATION  
VOCATIONAL TEACHING CERTIFICATE**

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**COMPUTER PROGRAMMING/ NETWORK ADMINISTRATION - SECONDARY**

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**I. INITIAL TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements; and
3. One thousand (1,000) hours of directly related occupational non-teaching experience; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate or associate degree in a business-related major or minor;
3. Evidence of successful completion of the Missouri New Teacher Institute (NTI);
4. One thousand (1,000) hours of directly related occupational non-teaching experience; or

**C. OPTION III:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Six thousand (6,000) hours of directly related occupational (non-teaching) experience within the past ten (10) years; and
3. Evidence of successful completion of the Missouri New Teacher Institute (NTI).

**II. RENEWAL FOR A TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B.** Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five (5)-year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

**III. INITIAL FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
4. Evidence of successful completion of three (3) semester hours of the course, "Implementing Vocational Business Education Programs"; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;

2. Baccalaureate or associate degree in a business-related major or minor;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
4. Evidence of successful completion of the Missouri New Teacher Institute (NTI); and
5. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
  - a. Methods of Teaching Business Education;
  - b. Curriculum Development for Business Education; and
  - c. Implementing Vocational Business Education Programs; or

**C. OPTION III:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Three (3) years, six thousand (6,000) hours of directly related occupational (non-teaching) experience within the past ten (10) years;
3. Evidence of successful completion of the Missouri New Teacher Institute (NTI); and
4. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
  - a. Methods of Teaching Business Education;
  - b. Curriculum Development for Business Education; and
  - c. Implementing Vocational Business Education Programs.

**IV. RENEWAL FOR A FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Attend three (3) vocational business education conferences during the five (5)-year period. Attendance records are kept on file in the state office.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
OCCUPATIONAL FAMILY AND CONSUMER SCIENCES  
AND HUMAN SERVICES VOCATIONAL TEACHING CERTIFICATE**

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**FOOD PRODUCTION, MANAGEMENT AND RELATED SERVICES – POSTSECONDARY AND ADULT**

**HOUSING AND HOME ENVIRONMENTS - POSTSECONDARY AND ADULT**

**HUMAN DEVELOPMENT/CHILD CARE - POSTSECONDARY AND ADULT**

**HUMAN DEVELOPMENT/ADULT DEVELOPMENT AND AGING - POSTSECONDARY AND ADULT**

**APPAREL AND TEXTILES - POSTSECONDARY AND ADULT**

**VOCATIONAL FAMILY AND CONSUMER SCIENCES, OTHER - POSTSECONDARY AND ADULT**

**DIETETIC SERVICES - POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree in Vocational Family and Consumer Sciences Education, or related to program area to be taught; and
- C. One thousand (1,000) hours of occupational experience.

**II. RENEWAL FOR TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Show evidence of progress toward removal of deficiencies must be submitted at each two (2)-year renewal period. This certificate may be reissued two (2) times with all deficiencies for a five (5)-year certificate removed within six (6) years.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree in Vocational Family and Consumer Sciences Education, or emphasis related to program area to be taught;
- C. Two thousand (2,000) hours of occupational experience; and
- D. Eight (8) semester hours of professional vocational education from the following areas:
  - 1. Program Development
  - 2. Curriculum Development
  - 3. Teaching Methods
  - 4. Evaluation and Assessment

**IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE :**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirm attendance at three (3) conference regarding vocational family and consumer sciences and human services education during the five (5)-year period; and
- C. Complete three (3) semester hours (college credit) of course work relevant to the area being taught. Substitutions may be made as follows:
  - 1. Attendance at technical and/or professional workshop(s) sponsored by industry, business, organizations relevant to program area being taught. Twenty (20) clock hours equal one

- (1) credit hour; or
- 2. Three hundred twenty (320) clock hours of occupational experience consisting of techniques and skills utilized in the instruction program or experience that will allow the instructor to improve, expand, or update the instructional program.

**NOTE: Occupational experience** must contribute directly to the competency required in the occupational area(s) to be taught. The experience shall have been of such nature and quality as to give recognized status in the occupation(s) represented. The experience must be within the last six (6) years.

It is the responsibility of the instructor to complete the appropriate application for the five (5)-year renewal of a certificate in occupational family and consumer sciences and human services and provide the appropriate documentation.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
OCCUPATIONAL FAMILY AND CONSUMER SCIENCES AND HUMAN SERVICES  
VOCATIONAL TEACHING CERTIFICATE**

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**HUMAN DEVELOPMENT/CHILD CARE - SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in Vocational Family and Consumer Sciences Education, Child Development, Early Childhood Education, or a related degree program; and
3. Two thousand (2,000) hours of occupational experience; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Associate degree or two (2)-year certificate in Family and Consumer Sciences, Child Development, or a related degree or certificate program; and
3. Two thousand (2,000) hours of occupational experience; or

**C. OPTION III:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Course in Methods of Teaching Vocational Family and Consumer Sciences Education or Vocational Education; and
3. Four thousand (4,000) hours of occupational experience.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Evidence of progress toward removal of deficiencies must be submitted at each two (2)-year renewal period. This certificate may be reissued two (2) times with all deficiencies for a five (5)-year certificate removed within six (6) years.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree in Vocational Family and Consumer Sciences Education, Child Development, Early Childhood Education, or related degree program;
- C. Two thousand (2,000) hours of occupational experience; and
- D. Eight (8) semester hours of professional vocational education including courses in each of the following areas:
  1. Program Development;
  2. Curriculum Development;
  3. Teaching Methods; and/or
  4. Evaluation and Assessment.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirm attendance at three (3) conference regarding vocational family and consumer sciences and human services education during the five (5)-year period; and
- C. Complete three (3) semester hours (college credit) of course work relevant to the area being taught. Substitutions may be made as follows:
  - 1. Attendance at technical and/or professional workshop(s) sponsored by industry, business, organizations relevant to program area being taught. Twenty (20) clock hours equal one (1) credit hour.
  - 2. Three hundred twenty (320) clock hours of occupational experience consisting of techniques and skills utilized in the instruction program or experience that will allow the instructor to improve, expand, or update the instructional program.

**NOTE: Occupational experience** must contribute directly to the competency required in the occupational area(s) to be taught. The experience shall have been of such nature and quality as to give recognized status in the occupation(s) represented. The experience must be within the last six (6) years.

It is the responsibility of the instructor to complete the appropriate application for the five (5) year renewal of a certificate in occupational family and consumer sciences and human services and provide the appropriate documentation.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
OCCUPATIONAL FAMILY AND CONSUMER  
SCIENCES AND HUMAN SERVICES VOCATIONAL TEACHING CERTIFICATE**

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**FOOD PRODUCTION, MANAGEMENT AND RELATED SERVICES - SECONDARY  
HOUSING AND HOME ENVIRONMENTS - SECONDARY  
APPAREL AND TEXTILES - SECONDARY  
VOCATIONAL FAMILY AND CONSUMER SCIENCES, OTHER - SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in Vocational Family and Consumer Sciences Education, or a related degree in area to be taught; and
3. One thousand (1,000) hours of occupational experience; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Associate degree or two (2)-year certificate in program area to be taught; and
3. Two thousand (2,000) hours of occupational experience; or

**C. OPTION III:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Course in Methods of Teaching Vocational Family and Consumer Sciences Education or Vocational Education; and
3. Four thousand (4,000) hours of occupational experience.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Evidence of progress toward removal of deficiencies must be submitted at each two (2)-year renewal period. This certificate may be reissued two (2) times with all deficiencies for a five (5)-year certificate removed within six (6) years.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in Vocational Family and Consumer Sciences Education, or a related degree in area to be taught;
3. Two thousand (2,000) hours of occupational experience; and
4. Eight (8) semester hours of professional vocational education\*; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical

preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;

2. Associate degree or two (2)-year certificate in program area to be taught;
3. Three thousand (3,000) hours of occupational experience; and
4. Eight (8) semester hours of professional vocational education\*; or

**C. OPTION III:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Four thousand (4,000) hours of occupational experience;
3. Eight (8) semester hours of professional vocational education\*;
4. Nine (9) semester hours of technical education (subject matter)\*\*; and
5. Three (3) semester hours of additional professional vocational education courses\*\*\*.

**IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirm attendance at three (3) conferences regarding vocational family and consumer sciences and human services education during the five (5) year period; and
- C. Complete three (3) semester hours (college credit) of course work relevant to the area being taught. Substitutions may be made as follows:
  1. Attendance at technical and/or professional workshop(s) sponsored by industry, business, or organizations relevant to Child Care and Guidance Workers and Managers. Twenty (20) clock hours equal one (1) credit hour; or
  2. Three hundred twenty (320) clock hours of occupational experience consisting of techniques and skills utilized in the instructional program or experience that will allow the instructor to improve, expand, or update the instructional program.

\*Professional vocational education requirements (eight (8) hours from the following courses):

Program Development;  
Curriculum Development;  
Teaching Methods; and/or  
Evaluation and Assessment

\*\*Technical Education (subject matter):

A minimum of nine (9) semester hours directly related to the goals and objectives of the occupational program to be taught.

\*\*\*Additional professional vocational education courses:

Philosophy of Vocational Education  
Career and Technical Student Organization Techniques/Activities (FCCLA)  
Curriculum Development in Vocational Education  
Adult Education  
Vocational Guidance  
Educational Psychology  
Educational Foundations

**NOTE: Occupational experience** must contribute directly to the competency required in the occupational area(s) to be taught. The experience shall have been of such nature and quality as to give recognized statues in the occupation(s) represented. The experience must be within the last six (6) years.

It is the responsibility of the instructor to complete the appropriate application for the five (5)-year renewal of a certificate in occupational family and consumer sciences and human services and provide the appropriate documentation.

*Revised September 2003*



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**FUNERAL SERVICE AND MORTUARY SCIENCE - POSTSECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of five (5) years (ten thousand (10,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years;
- C.** Individuals seeking certification must graduate from an accredited college in Mortuary Science;
- D.** Individuals seeking certification must obtain a master's degree in a related area within five (5) years of beginning teaching; and
- E.** Individuals who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Funeral Service (postsecondary) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements; "Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Funeral Service (postsecondary) vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period; Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section; "Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;
- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements; "Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and
- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

A Funeral Service (postsecondary) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred and twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**HEALTH OCCUPATIONS COOP - SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of two (2) years (four thousand (4,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent five (5) years;
- C.** Individuals must possess a current V1 or V2 Vocational Teaching Certificate in Health Sciences Education;
- D.** Individuals must have successfully completed an approved, higher education-based course in cooperative education methodology; and
- E.** Teachers who will be teaching in this professionally-licensed occupation must be currently licensed and maintain licensure in Nursing.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Health Sciences Coop initial V1 certificate may be renewed (along with the Health Sciences Certificate) two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on maintaining the Health Sciences Certificate, and all renewal requirements for the Health Sciences Coop V1 certificate are contingent on the renewal requirements of the Health Sciences V1 Certificate.

The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Health Sciences Coop vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP) requirements for the Health Sciences V1 Certificate.

The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.

**IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

A Health Sciences Coop vocational (V2) certificate may be renewed (along with the Health Sciences Certificate) for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. Renewal is contingent on maintaining the Health Sciences V2 Certificate, and all renewal requirements for the Health Sciences Coop V2 certificate are contingent on the renewal requirements of the Health Sciences V2 Certificate.

The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
HEALTH SCIENCES VOCATIONAL TEACHING CERTIFICATE**

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**SIGN LANGUAGE INTERPRETER – SECONDARY/POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4) year college/university with a major in the area to be taught (or completion of a two (2) year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience); and
- C.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Sign Language Interpreter initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute (NTI) must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section C below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8) hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2) year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (NTI), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)- year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2) or four (4) year degree) will not count towards the V2 Certificate requirements;  
  
"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and
- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2) year period.

### III. INITIAL FIVE (5)-YEAR CERTIFICATE:

A Sign Language Interpreter vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2) year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)- year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;  
  
"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and
- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2) year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Sign Language Interpreter vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5) year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**DENTAL ASSISTANT – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience). This occupational experience should include experience in the application of four (4)-handed dentistry principles (Clinical Instructors only);
- C.** Individuals seeking certification must possess a baccalaureate degree or be currently enrolled in a baccalaureate degree program;
- D.** Individuals seeking certification who will serve as preclinical and clinical instructors should be certified by the Dental Assisting National Board;
- E.** Individuals seeking certification should be graduates of accredited dental assisting education programs (preferred); and
- F.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Dental Assistant initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;



Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Dental Assistant vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period.

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual

Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Dental Assistant vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**DENTAL HYGIENIST – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification who will be program administrators must be either a dental hygienist or a dentist, possess management experience, and possess an educational background;
- D.** Individuals seeking certification who will be program faculty members must hold a degree at least one (1) level higher than the degree to be granted to their students or they should currently be working on attaining such a degree;
- E.** Dentists and dental hygienists providing supervision of students' clinical procedures must have qualifications which comply with the state dental or dental hygiene practice act; and
- F.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Dental Hygienist initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional vocational education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching"

(instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based general education course work. Any "general education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements.

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Dental Hygienist vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional vocational education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period; Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section; "Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;
- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "general education" course that meets graduation requirements of a two (2)-or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual

Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at three (3) conferences regarding vocational education during each five (5)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Dental Hygienist vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred and twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**DENTAL LABORATORY TECHNICIAN – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification who will be Program Administrators must hold a degree at least one (1) level higher than the degree to be granted to their students or they should currently be working on attaining such a degree and must have practical experience (with credentials) as a dental technician;
- D.** Individuals seeking certification who:
  - 1. will be a Program Administrator,
  - 2. was appointed after January 1, 2000,
  - 3. is a dental laboratory technician, and
  - 4. who has not previously served as a program director must be certified by the National Board for Certification in Dental Laboratory Technology;
- E.** Individuals seeking certification who will be program faculty and who provide didactic instruction must hold a degree at least one (1) level higher than the degree to be granted to their students or be actively working on attaining such a degree;
- F.** Individuals seeking certification who:
  - 1. is a dental laboratory technician,
  - 2. was appointed after January 1, 2000, and
  - 3. who has not previously served as a dental laboratory technology program faculty member must be certified by the National Board for Certification in Dental Laboratory Technology or achieve certification within three (3) years of appointment to the program; and
- G.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Dental Laboratory Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);  
  
Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- C. Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;  
  
Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section;  
  
"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;
- D. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;  
  
"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and
- E. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Dental Laboratory Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher

education institution. This eight (8) hour vocational block must include the two (2) required vocational courses “Selection and Organization” (curriculum development) and “Principles of Teaching” (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period. Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education’s Vocational Certification Section;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any “General Education” course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor’s Individual Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Dental Laboratory Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data



gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**HEALTH UNIT COORDINATOR/WARD CLERK – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of two (2) years (four thousand (4,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years;
- C.** Individuals must possess a current V1 or V2 Vocational Teaching Certificate in Health Sciences Education;
- D.** Individuals must have successfully completed an approved, higher education-based course in cooperative education methodology; and
- E.** Teachers who will be teaching in this professionally-licensed occupation must be currently licensed and maintain licensure in Nursing.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Health Unit Coordinator/Ward Clerk initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and

Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Health Unit Coordinator/Ward Clerk vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period; Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Industrial Education Section;  
"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;
- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### III. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Health Unit Coordinator/Ward Clerk vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL RECORD TECHNOLOGY/TECHNICIAN  
(HEALTH INFORMATION TECHNOLOGY) - POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification as a program director must have a baccalaureate degree and be certified as a Registered Record Administrator or an Accredited Record Technician (or have equivalent qualifications);
- D.** Individuals seeking certification who will serve as instructional staff must demonstrate current knowledge in course content and effectiveness in teaching assigned subjects; and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Record Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Industrial Education Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Medical Record Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet

this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### III. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Medical Record Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL TRANSCRIPTION – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience); and
- C.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Transcription initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting “Evidence of Progress” towards the Vocational II (V2) five (5)-year certificate. This “Evidence of Progress” will be verified and supported by the candidate’s Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include “Evidence of Progress” towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor’s first year of teaching (preferred) or, in extenuating circumstances, before the instructor’s second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, “Selection and Organization” (curriculum development) and “Principles of Teaching” (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education’s Vocational Certification Section;

“Successful Performance” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale;



- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;  
  
"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and
- F. Confirmed attendance at one conference regarding vocational education during the two (2)-year period.

### III. INITIAL FIVE (5)-YEAR CERTIFICATE:

A Medical Transcription vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8)-hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and New Teacher Institute (if no exemption from New Teacher Institute was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Vocational Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;  
  
"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and
- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Medical Transcription vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL ASSISTANT – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification as a program director must demonstrate appropriate academic background, have prior teaching experience at the postsecondary level, demonstrate appropriate experience in the field of medical assisting, and be a Certified Medical Assistant (or have equivalent qualifications);
- D.** Individuals seeking certification who will serve as instructional staff must:
  - 1. demonstrate current knowledge in course content and effectiveness in teaching assigned subjects, and
  - 2. be a Certified Medical Assistant (preferred); and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Assistant initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching"

(instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Medical Assistant advanced vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable

credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### III. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Medical Assistant vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL LABORATORY ASSISTANT - SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for Program Director positions must be a Medical Technologist certified by a nationally-recognized certifying board, possess a baccalaureate degree, and possess three (3) years full-time clinical experience in medical technology, of which one (1) year must be in medical laboratory teaching;
- D.** Individuals seeking certification for faculty positions must demonstrate by education, certification, or experience the ability to teach effectively at the medical laboratory technician level; and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Laboratory Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education,

Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Medical Laboratory Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Medical Laboratory Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.



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VOCATIONAL TEACHING CERTIFICATE**

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**OCCUPATIONAL THERAPY ASSISTANT – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for Faculty positions must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for Faculty positions must be certified Occupational Therapist or Certified Occupational Therapy Assistants;
- D.** Individuals seeking certification for Program Director positions must possess a baccalaureate degree, possess a minimum of five (5) years professional experience in areas related to clinical practice, administration, and teaching. At least one (1) of these years must be a full-time academic appointment with teaching responsibilities;
- E.** Individuals seeking certification for program director positions must be an Occupational Therapist, initially certified nationally, and credentialed according to State requirements; and
- F.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Occupational Therapy Assistant initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching"

(instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)-or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### III. INITIAL FIVE (5)-YEAR CERTIFICATE:

An Occupational Therapy Assistant advanced vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet

this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR THE FIVE (5)-YEAR CERTIFICATE:

An Occupational Therapy Assistant vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
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HEALTH SCIENCES VOCATIONAL TEACHING CERTIFICATE**

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**PHARMACY TECHNICIAN ASSISTANT – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience); and
- C. Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Pharmacy Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D. Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;  
Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Pharmacy Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Pharmacy Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the *Guidelines for Completing a Community Survey* and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

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CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**PHYSICAL THERAPY ASSISTANT – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for clinical faculty positions must be certified Physical Therapists or Certified Physical Therapy Assistants;
- D.** Individuals seeking certification for program director positions must possess a minimum of a baccalaureate degree and competence in at least two (2) of the following areas: didactic or clinical teaching, administration, and curriculum development;
- E.** Individuals seeking certification for program director positions must be a Physical Therapist or Physical Therapy Assistant, initially certified nationally, and credentialed according to State requirements; and
- F.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Physical Therapy Assistant initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching"

(instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Physical Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirement;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Physical Therapy Assistant vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Physical Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual



Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Physical Therapy Assistant vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Physical area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Physical Experience OR Physical Survey (either D1 or D2):
  - D1. Physical Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Physical Survey: Meet all the requirements per the *Guidelines for Completing a Community Survey* and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Physical Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN – SECONDARY/ POSTSECONDARY AND  
ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for a Medical Director position must be an MD or DO with Board Certification and active practice in emergency medicine and is current in Advance Cardiac Life Support, Advanced Trauma Life Support, and Pediatric Advanced Life Support; and
- D.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Emergency Medical Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and

Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Emergency Medical Technician advanced vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5) year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Emergency Medical Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL RADIOLOGIC TECHNICIAN – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for program director positions must possess a minimum of a baccalaureate degree, be credentialed in Radiology by the American Registry of Radiologic Technologists and hold active registration in the pertinent discipline, must possess three (3) years full-time professional experience as a radiographer, and two (2) years experience as an instructor in a JRCERT accredited radiography program;
- D.** Individuals seeking certification for clinical coordinators must possess a minimum of a baccalaureate degree, be credentialed in Radiology by the American Registry of Radiologic Technologists and hold active registration in the pertinent discipline, must possess two (2) years full-time professional experience as a radiographer, and possess one (1) year experience as an instructor in a JRCERT accredited radiography program;
- E.** Individuals seeking certification for clinical faculty positions must possess two (2) years of full-time experience in the professional discipline, hold American Registry of Radiologic Technologists certification or equivalent, and hold active registration in the pertinent discipline;
- F.** Individuals seeking certification for didactic faculty must be qualified to teach the subject, be proficient in curriculum development, instruction, evaluation, and academic counseling, and hold appropriate professional credentials, if applicable; and
- G.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Radiologic Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing

a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;

- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E.** Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F.** Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. ISSUE INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Medical Radiologic Technician advanced vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8)-hour vocational block must include the two required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two-year period; Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Medical Radiologic Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period, or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**RESPIRATORY THERAPY TECHNICIAN – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for program director and/or director of clinical education positions must possess minimum academic credentials at least the same level as or higher than the credentials for which students are prepared in the program, be Registered Respiratory Therapists, and possess four (4) years full-time professional experience in respiratory care, of which at least two (2) years should have been spent in a teaching position in an accredited respiratory care program;
- D.** Individuals seeking certification for faculty positions must possess minimum academic credentials at least the same level as or higher than the credentials for which students are prepared in the program; and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Respiratory Therapy Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;



Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE**

A Respiratory Therapy Technician advanced vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period.

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation

requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale.

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Respiratory Therapy Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**SURGICAL/OPERATING ROOM TECHNOLOGY – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for faculty or clinical instructor positions must be a Certified Surgical Technologist (CST) or a Certified Nurse-Operating Room (CNOR);
- D.** Didactic instruction in subjects such as anatomy, physiology, pathology, microbiology, and pharmacology must be provided by instructors qualified in the area of instruction but not necessarily with surgical technology experience; and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Surgical/Operating Room Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs

Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Industrial Education Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Surgical/Operating Room Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;  
Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Surgical/Operating Room Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**DIAGNOSTIC MEDICAL SONOGRAPHY TECHNICIAN – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience); and
- C.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Diagnostic Medical Sonography Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Diagnostic Medical Sonography Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

A Diagnostic Medical Sonography Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL LABORATORY TECHNICIAN – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C. Individuals seeking certification for Program Director positions must be a Clinical Laboratory Scientist/Medical Technologist certified by a nationally-recognized certifying board, possess at least a master's degree, and possess three (3) years of experience in Clinical Laboratory Science Education;
- D. Individuals seeking certification for faculty positions must be a Clinical Laboratory Scientist/Medical Technologist, Clinical Laboratory Technician/Medical Laboratory Technician, Administrator, Manager, or Physician; and
- E. Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Laboratory Technician initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D. Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education,

Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Medical Laboratory Technician vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual

Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Medical Laboratory Technician vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MEDICAL HEALTH SERVICES, (OTHER) – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for classroom instruction must possess a current license to practice as a Registered Professional Nurse in Missouri; and
- D.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Medical Health Services (Other) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (NTI), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's IPDP. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### III. INITIAL FIVE (5)-YEAR CERTIFICATE:

A Medical Health Services (Other) vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's IPDP. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR FIVE (5)-YEAR CERTIFICATE:

A Medical Health Services (Other) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**REGISTERED NURSING (RN TRAINING) - POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for RN Administration positions must possess a minimum of five (5) years (ten thousand (10,000) hours) within the last ten (10) years of directly-related occupational experience in nursing practice/administration or nursing education. A master's degree in nursing and current license to practice professional nursing in Missouri is required;
- C.** Individuals seeking certification for RN faculty positions must possess a minimum of two (2) years (four thousand (4,000) hours) within the last five (5) years of directly-related occupational experience in nursing practice/administration or nursing education. A bachelor's degree in nursing and current license to practice professional nursing in Missouri is required;
- D.** Individuals seeking certification for faculty positions must demonstrate by education, certification, or experience the ability to teach effectively at the Registered Nursing (RN Training) level; and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Registered Nursing (RN Training) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and

Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Registered Nursing (RN Training) vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and



- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Registered Nursing (RN Training) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**LICENSED PRACTICAL NURSING (LPN TRAINING) – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for LPN Administration positions must possess a minimum of two (2) years four thousand (4,000) hours) within the last five (5) years of directly-related occupational experience in clinical nursing practice, administration, or nursing education. The experience shall have been of such nature and quality as to give a recognized status in the occupation represented. A bachelor of science degree in nursing (associate degree of nursing required for those individuals who were teaching in the LPN program before February 1, 1999), and current license to practice as a Registered Professional Nursing in Missouri is required;
- C.** Individuals seeking certification for LPN instructor positions must possess a minimum of two (2) years four thousand (4,000) hours) within the last five (5) years of directly-related occupational experience in clinical nursing practice, administration, or nursing education. The experience shall have been of such nature and quality as to give a recognized status in the occupation represented. A current license to practice as a Registered Professional Nursing in Missouri is required; and
- D.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Licensed Practical Nursing (LPN Training) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs

Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Licensed Practical Nursing (LPN Training) vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Licensed Practical Nursing (LPN Training) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; and
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**NURSING ASSISTANT/AIDE – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for teaching positions must possess a minimum of two (2) years (four thousand (4,000) hours) within the last five (5) years of directly-related occupational experience, with at least one (1) of those years in the provision of long term care facility service. The experience shall have been of such nature and quality as to give a recognized status in the occupation represented. A current license to practice as a Registered Professional Nursing in Missouri is required;
- C.** Individuals seeking certification for teaching positions must attend a seminar approved by the Division of Aging to learn the methodology of teaching the course; and
- D.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Nursing Assistant/Aide initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

“Successful Performance” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any “General Education” course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor’s Individual Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements. “Successful Performance” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and
- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Nursing Assistant/Aide vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include “Evidence of Completion” of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses “Selection and Organization” (curriculum development) and “Principles of Teaching” (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education’s Educator Certification Section;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any “General Education” course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor’s Individual Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at one conference regarding vocational education during each two (2)-year period.

### III. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Nursing Assistant/Aide vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**NURSING, OTHER – SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for classroom instruction must possess a current license to practice as a Registered Professional Nurse in Missouri;
- D.** Individuals seeking certification for teaching positions must attend a seminar approved by the Division of Aging to learn the methodology of teaching the course; and
- E.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Nursing (Certified Medication Technician) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs



Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Nursing (Certified Medication Technician) vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Nursing (Certified Medication Technician) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**HEALTH AIDE (HEALTH SERVICES ASSISTANT) – SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for teaching positions must possess a minimum of two (2) years (four thousand (4,000) hours) within the last five (5) years of directly-related occupational experience, or have other experience that contributes directly to the competency required in the occupation or occupational area being taught. It is preferred that at least one (1) of those years be in the provision of long term care facility service (so the instructor can become CNA Instructor certified). The experience shall have been of such nature and quality as to give a recognized status in the occupation represented. A current license to practice as a Registered Professional Nursing in Missouri is required;
- C.** Individuals seeking certification for teaching positions must attend a seminar approved by the Division of Aging to learn the methodology of teaching the CNA course; and
- D.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR TWO (2)-YEAR CERTIFICATE:**

The Health Aide (Health Services Assistant) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

“Successful Performance” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any “General Education” course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor’s Individual Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Performance” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Health Aide (Health Services Assistant) advanced vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include “Evidence of Completion” of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses “Selection and Organization” (curriculum development) and “Principles of Teaching” (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education’s Educator Certification Section;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any “General Education” course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor’s Individual Professional Development Plan. Prerequisite courses (that may be “recognized” as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

“Successful Completion” is defined as a grade letter of “C” (2.0 GPA) or above on an “A-F” (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

A Health Aide (Health Services Assistant) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**HEALTH PROFESSIONS AND RELATED SCIENCES (OTHER) – SECONDARY/ POSTSECONDARY  
AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C.** Individuals seeking certification for classroom instruction must possess a current license to practice as a Registered Professional Nurse in Missouri; and
- D.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Health Professions and Related Sciences (Other) initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (NTI), Measurement and Evaluation, and

courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's IPDP. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### III. INITIAL FIVE (5)-YEAR CERTIFICATE:

A Health Professions and Related Sciences (Other) vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's IPDP. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Health Professions and Related Sciences (Other) vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**MASSAGE THERAPY – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification for classroom instruction must possess a minimum of two (2) years (four thousand (4,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years;
- C.** Individuals seeking certification for classroom instruction in the area of anatomy and physiology must possess a baccalaureate degree/minor in a healthcare related field including but not limited to the fields of physical therapy, chiropractic, osteopathy, medical doctor, physician assistant, nursing, etc. or a baccalaureate degree/minor in a field related to anatomy and physiology including but not limited to biology, chemistry, health, microbiology, medicine, etc.;
- D.** Individuals seeking certification for classroom instruction in the areas of massage theory and practice, business practices/ethics/massage law, and ancillary therapy must demonstrate documental experience/education in a related field per the Missouri Board of Therapeutic Massage standards; and
- E.** Teachers who will be teaching massage theory and practice must be currently licensed as a massage therapist by the Missouri Board of Therapeutic Massage and must maintain licensure in that occupation or be licensure eligible as determined by the Missouri Board of Therapeutic Massage.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Massage Therapy initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting “Evidence of Progress” towards the Vocational II (V2) five (5)-year certificate. This “Evidence of Progress” will be verified and supported by the candidate’s Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include “Evidence of Progress” towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor’s first year of teaching (preferred) or, in extenuating circumstances, before the instructor’s second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, “Selection and Organization” (curriculum development) and “Principles of Teaching” (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Massage Therapy vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8)-hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and New Teacher Institute (if no exemption from New Teacher Institute was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable

credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

#### IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Massage Therapy vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2);
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2);
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR MARKETING EDUCATIONAL  
VOCATIONAL TEACHING CERTIFICATE**

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**MARKETING EDUCATION – SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree;
- C. Two (2) years or four thousand (4,000) hours of approved occupational experience is required. Approval is determined by the nature or level of employment in a marketing occupation;
- D. Subject Matter Course work;
  - 1. Eight (8) semester hours of approved subject matter course work in marketing; and
  - 2. Five (5) semester hours of approved subject matter course work in general business, economics, accounting or business administration. An excess of the eight (8) hour minimum above may be included in this category; and
- E. Professional Education
  - 1. Twelve (12) semester hours of professional education course work with a minimum of four (4) semester hours in vocational education which includes one (1) course in Coordination Techniques and one (1) in either Methods or Curriculum for Marketing Education, and at least six (6) semester hours of student teaching or Department of Elementary and Secondary Education approved alternative.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Teachers are required to complete a two (2) year teacher mentoring program approved by Department of Elementary and Secondary Education in the two (2) years immediately following initial issuance of a VOC I certificate for Marketing Education.
- C. Completion of at least three (3) semester hours of outstanding deficiencies for a five (5)-year certificate;
- D. Confirmed attendance at two (2) conferences regarding marketing and cooperative education during the two (2) year period; and
- E. Substitution for one (1) of the conferences in the above requirement may be made as follows:
  - 1. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may substitute for one (1) conference. No more than one (1) conference requirement may be satisfied through substitution.

Evidence of completed requirements must be supplied by the teacher-coordinator to the Department of Elementary and Secondary Education with requests for certificate renewal. No more than two (2) renewals are available for two (2)-year certificates.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree;
- C. Two (2)-years or four thousand (4,000) hours of approved occupational experience is required. Approval is determined by the nature or level of employment in marketing occupations;

- D. Twenty-five (25) semester hours of approved subject matter course work;
  - 1. Fifteen (15) semester hours must be in marketing courses such as Merchandising, Retailing, Advertising, Salesmanship, Sales Promotion, Marketing Research, etc.; and
  - 2. Ten (10) semester hours may be in excess in the above subject matter category or in general business, and must include two (2) semester hours of Economics and three (3) semester hours of Management or Business Administration; and
- E. Twenty-four (24) semester hours of approved professional education courses which must include:
  - 1. Eight (8) semester hours of vocational education course work. Specifically, courses must include the following:
    - a. Coordination Techniques;
    - b. Methods of Teaching Marketing Education;
    - c. Curriculum for Marketing Education; and
    - d. Additional course work in vocational education for the eight (8) hour total. Courses might include Philosophy of Vocational Education, Vocational Guidance, Occupational Analysis, Vocational Youth Organizations, and Adult Programs in Vocational Education; and
  - 2. The remaining semester hours must include at least six (6) semester hours of student teaching or Department of Elementary and Secondary Education approved alternative, and other professional education courses such as Teaching Methods, Educational Psychology, Principles of Teaching, etc.

#### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Teachers are required to complete a two (2)-year teacher mentoring program approved by Department of Elementary and Secondary Education in the two (2) years immediately following initial issuance of a VOC II certificate for Marketing Education.
- C. Confirmed attendance at five (5) conferences regarding marketing and cooperative education during the five (5) year period;
- D. Completion of two (2) college credit courses contributing specifically to the certification specialty; and
- E. Substitutions to above requirements may be made as follows:
  - 1. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may be substituted for attending a conference. No more than two (2) conference requirements may be satisfied through substitution; or
  - 2. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may substitute for each of the two (2) college courses.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
MARKETING EDUCATION VOCATIONAL TEACHING CERTIFICATE**

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**MARKETING EDUCATION – POSTSECONDARY**

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**I. INITIAL TWO-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree;
- C. Two (2) years or four thousand (4,000) hours of approved occupational experience is required. Approval is determined by the nature or level of employment in marketing occupations; and
- D. Fifteen (15) semester hours of subject matter course work appropriate for the instructional area.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Completion of at least three (3) semester hours of outstanding deficiencies for a five (5)-year certificate;
- C. Confirmed attendance at two (2) conferences regarding marketing and cooperative education during the two (2) year period;
- D. Substitution for one (1) of the conferences in the above requirement may be made as follows:
  - 1. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may substitute for one (1) conference. No more than one (1) conference requirement may be satisfied through substitution; or

**NOTE:** Evidence of completed requirements must be supplied by the teacher-coordinator to the Department of Elementary and Secondary Education with requests for certificate renewal. No more than two (2) renewals are available for two (2)-year certificates.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree;
- C. Two (2) years or four thousand (4,000) hours of approved occupational experience is required. Approval is determined by the nature or level of employment in marketing occupations;
- D. Twenty-five (25) semester hours of subject matter course work appropriate for the instructional area; and
- E. Eight (8) semester hours in vocational education, which must include:
  - 1. Method of Teaching Marketing Education;
  - 2. Curriculum for Marketing Education;
  - 3. Coordination Techniques if the faculty member is to have responsibility for internships; and
  - 4. Additional course work in vocational education for the eight (8) hour total. Courses might include Philosophy of Vocational Education, Vocational Guidance, Occupational Analysis, Adult Programs in Vocational Education.

#### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Confirmed attendance at five (5) conferences regarding marketing and cooperative education during the five (5) year period;
- C.** Completion of two (2) college credit courses contributing specifically to the certification specialty; and
- D.** Substitutions to above requirements may be made as follows:
  - 1.** A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may be substituted for attending a conference. No more than two (2) conference requirements may be satisfied through substitution; or
  - 2.** A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may substitute for each of the two (2) college courses.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR MARKETING EDUCATION  
VOCATIONAL TEACHING CERTIFICATE**

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**COOPERATIVE VOCATIONAL EDUCATION - SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree;
- C. Two (2) years or four thousand (4,000) hours of approved occupational experience is required; and
- D. Professional Education Courses;
  - 1. Twelve (12) semester hours of professional education course work with minimum of four (4) semester hours of vocational education which includes a course in Coordination of Cooperative Education and one (1) in either Methods of Teaching or Curriculum Development for Marketing Education or Vocational Education, plus at least six (6) semester hours of student teaching or Department of Elementary and Secondary Education approved alternative.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Teachers are required to complete a two (2)-year teacher mentoring program approved by Department of Elementary and Secondary Education in the two (2) years immediately following initial issuance of a VOC I certificate for Marketing Education.
- C. Completion of at least three (3) semester hours of outstanding deficiencies for a five (5)-year certificate;
- D. Confirmed attendance at two (2) conferences regarding cooperative education during the two (2)-year period; and
- E. Substitution for one (1) of the conferences in the above requirement may be made as follows:
  - 1. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may substitute for one conference. No more than one (1) conference requirement may be satisfied through substitution.

**NOTE:** Evidence of completed requirements must be supplied by the teacher-coordinator to the Department of Elementary and Secondary Education with requests for certificate renewal. No more than two (2) renewals are available for two (2)-year certificates.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Baccalaureate degree;
- C. Two (2) years or four thousand (4,000) hours of approved occupational experience is required; and
- D. Twenty-four (24) semester hours of approved professional education courses which must include:
  - 1. Coordination of Cooperative Education;
  - 2. Methods of Teaching Marketing Education or Vocational Education;



3. Curriculum Development for Marketing Education or Vocational Education; and
4. At least six (6) semester hours of student teaching or DESE approved alternative, and other professional education courses such as Philosophy of Vocational Education, Occupational Analysis, Career and Technical Student Organizations, Adult Programs in Vocational Education, Teaching Methods, Educational Psychology, Principles of Teaching, etc. for the balance of the required twenty-four (24) semester hours.

#### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Teachers are required to complete a two (2)-year teacher mentoring program approved by Department of Elementary and Secondary Education in the two (2) years immediately following initial issuance of a VOC II certificate for Marketing Education.
- C. Confirmed attendance at five (5) conferences regarding marketing and cooperative education during the five (5) year period;
- D. Completion of three (3) semester hours of course work relevant to cooperative vocational education; and
- E. Substitutions to above requirements may be made as follows:
  1. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may be substituted for attending a conference. No more than two (2) conference requirements may be satisfied through substitution; or
  2. A workshop or institute of fifteen (15) or more clock hours or one hundred twenty (120) clock hours of appropriate occupational experience may substitute for the three semester hour course requirement.

**NOTE:** Teachers are required to complete a two (2)-year teacher mentoring program approved by Department of Elementary and Secondary Education in the two (2) years immediately following initial issuance of either a VOC I or VOC II certificate for Cooperative Vocational Education the three semester hour course requirement.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
TRADE AND INDUSTRIAL VOCATIONAL TEACHING CERTIFICATE**

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**ALL SUBJECT AREAS - SECONDARY/ POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of three (3) years (six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year (two thousand (2,000) hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience); and
- C.** Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

**II. RENEWAL OF CERTIFICATE:**

The Trade and Industrial initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Trade and Industrial vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### **IV. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:**

A Trade and Industrial vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to

applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
TRADE AND INDUSTRIAL VOCATIONAL TEACHING CERTIFICATE**

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**TRADE AND INDUSTRIAL INTERNSHIP - SECONDARY**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Individuals seeking certification must possess a minimum of three (3) years six thousand (6,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years. A baccalaureate degree from an accredited four (4)-year college/university with a major in the area to be taught (or completion of a two (2)-year preparatory vocational or technical program in the occupational area to be taught) may be considered as meeting one (1) year two thousand (2,000 hours) of the employment requirement (resulting in two (2) years/four thousand (4,000) hours of occupational experience);
- C. Individuals must possess a current V1 or V2 Vocational Teaching Certificate in Trade and Industrial Education;
- D. Individuals must have successfully completed an approved, higher education-based course in cooperative education methodology; and
- E. Teachers who will be teaching in this professionally-licensed occupation must be currently licensed and maintain licensure in the appropriate area.

**II. RENEWAL OF TWO (2)-YEAR CERTIFICATE:**

The Trade and Industrial Education Internship initial (V1) certificate may be renewed (along with the Trade and Industrial Education Certificate) two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on maintaining the Trade and Industrial Education Certificate, and all renewal requirements for the Trade and Industrial Education Internship V1 certificate are contingent on the renewal requirements of the Trade and Industrial Education V1 Certificate.

The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.

**III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Trade and Industrial Education Internship vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP) requirements for the Trade and Industrial Education V1 Certificate.

The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.

**IV. RENEWAL OF FIVE (5)-YEAR CERTIFICATE:**

A Trade and Industrial Education Internship vocational (V2) certificate may be renewed (along with the Trade and Industrial Education Certificate) for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. Renewal is contingent on maintaining the Trade and Industrial Education V2 Certificate, and all renewal requirements for the Trade and Industrial Education Internship V2 certificate are contingent on the renewal requirements of the Trade and Industrial Education V2 Certificate.

The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION TITLES FOR TRADE AND INDUSTRIAL  
VOCATIONAL TEACHING CERTIFICATE**

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**TRADE AND INDUSTRIAL EDUCATION APPENDIX–SECONDARY/ POSTSECONDARY AND ADULT**

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Aircraft Mechanic/Technician, Airframe \*

Aircraft Mechanic/Technician, Powerplant \*

Applied Mathematics, General

Architectural Engineering Technology/Technician

Auto/Automotive Body Repairer

Auto/Automotive Mechanic/Technician

Automotive Engineering Technology/Technician

Aviation Systems and Avionics Maintenance Technologist/Technician \*

Biomedical Engineering-Related Technology/Technician

Building/Property Maintenance and Manager

Cabinet Maker and Millworker

Carpenter

Chemical Technology/Technical

Civil Engineering/Civil Technology/Technician

Civil/Structural Drafting

Commercial Photography

Communications Systems Installer and Repairer

Communications Technology

Computer Installer and Repairer

Computer Maintenance Technology/Technician

Construction Equipment Operator

Construction Trades, Other

Construction/Building Technology/Technician

Cosmetic Services, Other

Cosmetologist \*

Culinary Arts

Desktop Publishing Equipment Operator

Diesel Engine Mechanic and Repairer

Drafting, General

Drafting, Other

Drycleaner and Launderer (Commercial)

Educational/Instructional Media Technology/Technician

Electrical and Electronics Equipment Installer and Repairer, General

Electrical and Electronics Equipment Installer and Repairer, Other

Electrical and Power Transmission Installer, General

Electrical, Electronic and Communications Engineering Technology/Technician

Electrician

Electromechanical Technology/Technician

English Technical and Business Writing

Fire Protection and Safety Technology/Technician

Fire Science/Firefighting

Food and Beverage/Restaurant Operations Manager

Graphic and Printing Equipment Operator, Other

Graphic Design, Commercial Art and Illustration

Graphic Equipment & Printing Equipment Operator, General

Heating, Air Conditioning and Refrigeration Mechanic and Repairer

Heating, Air Conditioning and Refrigeration Technology/Technician

Heavy Equipment Maintenance and Repairer

Industrial Design

Industrial Electronics Installer and Repairer

Industrial Equipment Maintenance and Repairer, Other

Industrial Machinery Maintenance and Repairer

Industrial Production Technologies/Technicians, Other

Industrial Technology/Technician

Instrumentation Technology/Technician

Ironworking/Ironworker  
Laser and Optical Technology/Technician  
Law Enforcement/Police Science  
Machinist/Machine Technologist  
Major Appliance Installer and Repairer  
Manufacturing Technology  
Marine Maintenance and Ship Repairer  
Mason and Tile Setter  
Mechanical Engineering/Mechanical Technology/Technician  
Motorcycle Mechanic and Repairer  
Occupational Safety and Health Technology/Technician  
Painter and Wall Coverer  
Pipefitting/Pipefitter and Sprinkler Fitter  
Plumbing Technology/Plumber  
Quality Control Technology/Technician  
Radio and Television Broadcasting Technology/Technician  
Robotics Technology/Technician  
Sheet Metal Worker  
Small Engine Mechanic and Repairer  
T & I Intern  
Tool and Die Maker/Technologist  
Truck, Bus and Other Commercial Vehicle Operator  
Upholsterer  
Vehicle and Mobile Equipment Mechanics and Repairer, Other  
Water Quality and Wastewater Treatment Technology/Technician  
Welder/Welding Technologist

**\* Requires Professional Licensing**



# Adult Education & Literacy

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR  
ADULT EDUCATION AND LITERACY**

**I. INITIAL THREE (3)-YEAR CERTIFICATE:**

An Adult Education and Literacy Teacher (AEL-I) certificate may be issued and renewed an unlimited number of times. The AEL-I is valid for a period of three (3) years from the effective date on the certificate to individuals meeting the following requirements:

- A.** Completion of a baccalaureate degree from a state approved four (4)-year college/university (B.A. or B.S.);
- B.** Successful completion of the AEL Beginning Teacher Workshop (BTW); and
- C.** To maintain eligibility for reimbursement from Adult Education funds during the valid dates on the initial AEL-I, certificate holders must meet the criteria set forth in the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The AEL IPDP must be submitted to their immediate supervisor and then to the Educator Certification Section, Department of Elementary and Secondary Education for approval;
  - 1.** Successful completion of the AEL Intermediate Teacher Workshop (ITW) subsequent to the BTW;
  - 2.** Attend the AEL Experienced Teacher Workshop (ETW) subsequent to the ITW;
  - 3.** Attend one (1) in-service, per year, approved by the Educator Certification Section, Department of Elementary and Secondary Education; and
  - 4.** Attend other training as may be required by the Educator Certification Section, Department of Elementary and Secondary Education.

**II. RENEWAL FOR A THREE (3)-YEAR CERTIFICATE:**

The AEL-I may be renewed an unlimited number of times for three (3) years and also meet the requirements to maintain eligibility for reimbursement by completing the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The appropriate form is to be submitted to the Educator Certification Section, Department of Elementary and Secondary Education after meeting the following requirements:

- A.** Successful completion of the AEL Intermediate Teacher Workshop (ITW) subsequent to the BTW;
- B.** Successful completion of two (2) of three (3) annual AEL Experienced Teacher Workshops (ETW);
- C.** Successful completion of one (1) in-service, per year, approved by the Educator Certification Section, Department of Elementary and Secondary Education; and
- D.** Attend other training as may be required by the Educator Certification Section, Department of Elementary and Secondary Education.

**III. INITIAL TEN (10)-YEAR CERTIFICATE:**

An Adult Education and Literacy Teacher (AEL-II) certificate may be issued and renewed an unlimited number of times. The AEL-II is valid for ten (10) years from the effective date on the certificate to individuals meeting the following requirements:

- A.** Possession of a valid AEL-I certificate;
- B.** A minimum of six (6) years AEL teaching experience;
- C.** Completion of twelve (12) credit hours related to Adult Education and Literacy and approved by the Department of Elementary and Secondary Education. An exception from this twelve (12) semester hour requirement exists if the certificate holder has already earned a master's or higher degree; and

- D. To maintain eligibility for reimbursement from Adult Education funds during the valid dates on the AEL-II, certificate holders must meet the criteria set forth in the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The AEL IPDP must be submitted to their immediate supervisor and then to the Educator Certification Section, Department of Elementary and Secondary Education for approval.
1. Successful completion of seven (7) of ten (10) annual AEL Experienced Teacher Workshops (ETW);
  2. Successful completion of one (1) in-service, per year, approved by the Educator Certification Section, Department of Elementary and Secondary Education; and
  3. Attend other training as may be required by the Educator Certification Section, Department of Elementary and Secondary Education.

#### **IV. RENEWAL FOR TEN (10)-YEAR CERTIFICATE:**

An Adult Education and Literacy Teacher (AEL-II) may be renewed an unlimited number of times for ten (10) years and also meet the requirements to maintain eligibility for reimbursement by completing the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The appropriate form is to be submitted to the Educator Certification Section, Department of Elementary and Secondary Education after meeting the following requirements:

- A. Successful completion of seven (7) of ten (10) annual AEL Experienced Teacher Workshops (ETW);
- B. Successful completion of one (1) in-service, per year, approved by the Educator Certification Section, Department of Elementary and Secondary Education; and
- C. Attend other training as may be required by the Educator Certification Section, Department of Elementary and Secondary Education.